



MARINE CORPS COMMON SKILLS HANDBOOK

**BOOK 1A
ALL MARINES**

**INDIVIDUAL
TRAINING
STANDARDS**

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MARINE CORPS COMMON SKILLS (MCCS) HANDBOOK

BOOK 1A ALL MARINES

INDIVIDUAL TRAINING STANDARDS



NOTE:

Marine Corps Common Skills Handbooks 1A and 1B must be ordered through the Marine Corps Publication Distribution System (MCPDS) Albany, Georgia. Units that do not possess on line ordering must gain access to a unit with MCPDS capability. Marine Corps Logistics Base, Albany, GA does not possess the administrative support necessary to process written requests.

Books 1A and 1B annual sustainment training is for PVT-GYSGT, WO1-CWO2, and 2nd LT-CAPT.

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MARINE CORPS COMMON SKILLS (MCCS) HANDBOOK

FOREWORD

1. MCCS Books 1A and 1B, Individual Training Standards, are published based on MCO 1510.89A, the Individual Training Standard (ITS) System for Marine Corps Common Skills.
2. MCCS Books 1A and 1B are for all Marines. However, the annual sustainment training for MCCS Books 1A and 1B is for PVT-GYSGT, WO1-CWO2, and 2nd LT-CAPT.
3. Following each ITS, you will find a box containing the words **EVALUATION GUIDELINES TO BE USED DURING TRAINING**. The purpose of this box is to provide the Marine with information regarding what is expected of him or her during evaluation of the ITS. It also provides the trainer/evaluator with expanded conditions, standards, and notes to help train the Marine and assess individual proficiency. When administrative notes are included, they explain, orient, and provide additional task-specific information.

MARINE CORPS COMMON SKILLS (MCCS) HANDBOOK

BOOK 1A ALL MARINES

INDIVIDUAL TRAINING STANDARDS

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TASK: MCCS.01.01 (CORE) EXPLAIN THE MILITARY’S JUSTICE SYSTEM

CONDITION: GIVEN THE REQUIREMENT.

STANDARD: TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the purpose of the UCMJ, who is responsible for upholding it, and who is subject to it.

PERFORMANCE STEPS:

1. *State the purpose of Military Law.*

- a. Promotes good order and discipline.
- b. Provides a basis for the administration of justice for the Armed Forces.

2. *State who is empowered to uphold the UCMJ.*

NOTE: All members of the Armed Forces take some part in upholding the UCMJ.

- a. Any person can report a violation of the UCMJ to competent military authority. The table below shows when a violation can be reported.

IF THE VIOLATOR CAN	THEN REPORT THE VIOLATION TO
Be identified	The suspect’s commander.
Not be identified	Law enforcement or investigative personnel, or the appropriate persons in the chain of command.

- b. Military law enforcement officials, commissioned, warrant, petty, and noncommissioned officers may apprehend violators.

NOTE: Noncommissioned and petty officers not otherwise performing law enforcement duties should not apprehend commissioned officer unless directed to do so by a commissioned officer.

- c. Staff judge advocates and legal officers are responsible for administering the UCMJ.

3. *State to whom the UCMJ applies.*

- a. Members of a regular or reserve component of the Armed Forces
- b. Members of the Fleet Reserve and Fleet Marine Corps Reserve
- c. Members of a reserve component while on inactive-duty training
- d. Members of the Army National Guard and the Air National Guard only when federalized
- e. In time of war, all persons serving with or accompanying an Armed Force in the field
- f. Volunteers from the time of their muster or acceptance into the Armed Forces
- g. Inductees from the time of their actual induction into the Armed Forces

- h. Cadets, aviation cadets, and midshipmen
- i. Retired members of a regular component who are entitled to pay
- j. Retired members of a reserve component who are receiving hospitalization from an Armed Force

REFERENCE(S):

*Manual for Courts-Martial
Marine Corps Manual*

TASK: **MCCS.01.02 (CORE) IDENTIFY OFFENSES PUNISHABLE UNDER THE ARTICLES OF THE UCMJ**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is provided a list of seven punitive articles of the UCMJ, consisting of Articles 86, 89, 90, 91, 121, 128, and 134.

Standard: The Marine must give the descriptive title and must explain the general provisions of the seven selected articles of the UCMJ.

PERFORMANCE STEPS:

1. *Explain ARTICLE 86, Absent without leave.*

- You shall be punished by your commanding officer, or a court-martial may direct, if, without authority, you

(1) Fail to go to your appointed place of duty at the time prescribed.

(2) Go from your appointed place of duty during the prescribed time you are required to be there.

(3) Are absent from your unit, organization, or place of duty where you are required at the time prescribed.

2. *Explain ARTICLE 89, Disrespect toward a superior commissioned officer.*

- You shall be punished by your commanding officer or a court-martial may direct, if, without authority, you behave with disrespect toward your superior commissioned officer.

3. *Explain ARTICLE 90, Assault on or willfully disobey a superior commissioned officer.*

- You shall be punished by your commanding officer or a court-martial may direct, if, without authority, you do any of the following or, if the offense is committed in time of war, a court-martial may direct that you be punished by death.

(1) Strike your superior commissioned officer

(2) Draw or lift up any weapon against your superior commissioned officer

(3) Offer any violence against your superior commissioned officer

(4) Willfully disobey a lawful command by your superior commissioned officer while that superior commissioned officer is in the execution of the office

4. *Explain ARTICLE 91, Insubordinate conduct toward a warrant officer, noncommissioned officer, or petty officer.*

- You shall be punished by your commanding officer or court-martial may direct, if, without authority, you

(1) Strike or assault.

(2) Willfully disobey.

(3) Are disrespectful in language or deportment toward a warrant officer, noncommissioned officer, or petty officer while that officer is in the execution of the office.

5. *Explain ARTICLE 121, Larceny and wrongful appropriation.*
- You shall be punished by your commanding officer or a court-martial may direct, if, without authority, you wrongfully take, obtain, or withhold (by any means) any money, personal property, or article of value of any kind with the following intentions:
 - Intend to permanently or temporarily deprive or defraud another person of the use and benefit of property or appropriate it for your own use or the use of any person other than the owner, or steal that property
6. *Explain ARTICLE 128, Assault.*
- You shall be punished by your commanding officer or a court-martial may direct, if, without authority, you do any of the following:
 - (1) Simple Assault -- Attempt with unlawful force or violence to do bodily harm to another person, whether or not the attempt is consummated.
 - (2) Assault Consumed by Battery -- Commit an assault with a dangerous weapon or other means of force likely to cause death or grievous bodily harm.
 - (3) Aggravated Assault -- Commit an assault and intentionally inflict grievous bodily harm with or without a weapon.
7. *Explain ARTICLE 134, General article.*
- You shall be punished by your commanding officer or a court-martial may direct, if, without authority, you
 - (1) Cause any disorder or show neglect to the prejudice of good order and discipline in the armed forces.
 - (2) Demonstrate any conduct of a nature to bring discredit upon the armed forces.
 - (3) Commit any crime and offense that is not capital.

REFERENCE(S):

Manual for Court-Martial

TASK: **MCCS.01.03 (CORE) EXPLAIN THE FORMS OF PUNISHMENT THAT MAY BE IMPOSED FOR VIOLATIONS OF THE UCMJ**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the forms of punishment that may be imposed for violations of the UCMJ.

PERFORMANCE STEPS:

NOTE: All forms of punishment are subject to restrictions specified in the UCMJ. The UCMJ provides limitations of sentences based on the nature of the crime, the form of adjudication (nonjudicial punishment or court-martial), and the position/rank of the individual assigning the punishment or the type of court-martial which convicted you.

1. *Explain reprimand.*

- A reprimand is a severe form of censure that adversely reflects upon the conduct of the person addressed.
 - (1) A reprimand may be presented either orally or in writing; however, it is normally delivered in the written form.
 - (2) The convening authority of a court-martial or a commanding officer may punish you by censure.

2. *Explain forfeiture of pay and allowances.*

- A forfeiture deprives you, as the accused, of all or a specific amount of money to be accrued (earned in the future) as a result of service in the armed forces of the United States.

3. *Explain fine.*

- a. A fine is in the nature of a judgment and, when ordered executed, makes the accused immediately liable to the United States for the entire amount of money specified in the sentence. A fine normally should not be adjudged against a member of the armed forces unless the accused was unjustly enriched as a result of the offense of which convicted. Ordinarily, a fine, rather than forfeiture, is the proper monetary penalty to be adjudged against a civilian subject to military law.
- b. Any court-martial may adjudge a fine instead of forfeitures. General courts-martial may also adjudge a fine in addition to forfeitures. Special and summary courts-martial may not adjudge any fine in excess of the total amount of forfeitures that may be adjudged in that case. To enforce collection, a fine may be accompanied by a provision in the sentence that, if the fine is not paid, you should, in addition to any period of confinement adjudged, be further confined until a fixed period considered an equivalent punishment to the fine has expired. The total period of confinement so adjudged shall not exceed the jurisdictional limitations of the court-martial.

4. *Explain reduction in pay grade.*

- A court-martial may sentence you to a reduction to the lowest or any intermediate pay grade.

5. *Explain restrictions to specific limits.*

- Restriction deprives you, the accused, of normal liberty privileges.
 - (1) The sentence will specify the physical and geographical locations in which you are allowed, how long the restrictions will last, and when you must be present at specific locations.
 - (2) When being punished by restrictions, you are not exempt from performing normal duty requirements.

6. *Explain hard labor without confinement.*

- You perform hard labor in addition to regular duties.

7. *Explain confinement.*

- a. Confinement deprives you of normal liberty privileges and is a form of physical restraint, which provides for the assignment of quarters at a specific location (usually a correctional facility).
- b. Unless specified in the sentencing, you must perform hard labor.

8. *Explain confinement of bread and water or diminished rations.*

- a. A physical restraint to specific quarters (normally the ship's brig) while enduring a specific reduction of rations (normally bread and water only).
- b. May only be assigned when you are sentenced aboard a Naval vessel and may not exceed 3 days.

9. *Explain punitive separation.*

- This form of punishment results in your separation from the service with either a dishonorable or a bad-conduct discharge.

10. *Explain death.*

- a. This form of punishment results in execution.
- b. Death may be adjudged only in accordance with R.C.M. 1004.

REFERENCE(S):

Manual for Courts-Martial

TASK: **MCCS.01.04 (CORE) EXPLAIN THE TYPES OF COURTS-MARTIAL**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the composition, level of authority, and severity of punishments authorized by each of the three types of courts-martial.

PERFORMANCE STEPS:

1. *Explain summary court-martial.*

- a. A summary court-martial is composed of one active duty commissioned officer with the rank of captain or higher.
- b. The lowest level of authority to convene a summary court-martial is normally a battalion commander or other equivalent; however, under special circumstances, the superiors of a commanding officer of a separate or detached command may grant the authority.
- c. A summary court-martial may adjudge any punishment not forbidden by the UCMJ, except confinement for more than 1 month with hard labor, without confinement for more than 45 days, restriction for more than 2 months, or forfeiture of more than 1 month's pay. In the case of sergeants and above, a summary court-martial may not award a reduction of more than one rank and hard labor without confinement.
- d. Except aboard ship, you may refuse a summary court-martial and may request a special or general court-martial. However, a conviction at a special or general courts-martial results in a felony conviction.
- e. A summary court-martial may not try a commissioned officer, warrant officer, cadet, or midshipman for any capital offenses. You cannot be compelled to accept a summary court-martial. Since a summary court-martial is less formal than the other two types of court-martial, you may refuse to accept trial by summary courts-martial and may request a special court-martial. However, you should be aware that conviction by a special or general court-martial constitutes a felony conviction.

2. *Explain special court-martial.*

- a. A special court-martial can be composed of a military judge alone, or a military judge and not less than three active-duty armed service members. The impartial personnel can be commissioned officers, warrant officers, or enlisted personnel. If you, the accused, are a commissioned officer, no member can be a warrant officer or enlisted person. If you, the accused, are an enlisted person, you may request that at least one third of the members of the court be enlisted.
- b. The lowest level of authority to convene a special court-martial is normally a squadron or battalion commander or equivalent. However, under special circumstances, the superiors of a commanding officer of a separate or detached command may grant the authority.
- c. A special court-martial may adjudge any punishment not forbidden by the UCMJ, including confinement for 6 months, hard labor without confinement for 3 months, or forfeiture of more than two-thirds pay for 6 months, a bad conduct discharge, and reduction in rank.
- d. Normally, a special court-martial may not try any capital offense when there is a mandatory punishment beyond the maximum power of a special court-martial.

3. *Explain general court-martial.*

- a. A general court-martial can be composed of a military judge alone or a military judge and not less than five impartial active-duty armed services personnel. The impartial personnel can be commissioned officers, warrant officers, or enlisted personnel. If you, the accused, are a commissioned officer, no member can be a warrant officer or enlisted person. If you, the accused, are an enlisted person, you may request that at least one third of the court's members be enlisted.
- b. The lowest level of authority to convene a general court-martial is usually the commanding general of a division, wing, base, or the equivalent. However, under special circumstances, the commanding officer of a separate or detached command may be granted the authority by his superiors.
- c. A general court-martial may adjudge any punishment not forbidden by the UCMJ.

REFERENCE(S):

Manual for Courts-Martial

TASK: **MCCS.01.05 (CORE) EXPLAIN THE ARTICLE 31, RIGHTS OF THE ACCUSED**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the rights of the accused described in Article 31 of the Uniform Code of Military Justice (UCMJ), the rights of the accused before judicial proceedings, and the rights of the accused before nonjudicial proceedings (NJP) as described in the Manual for Courts-Martial or the UCMJ.

GENERAL INFORMATION:

General information on Article 31 of the UCMJ.

1. Rights of the accused as described in Article 31 of the UCMJ.
 - a. General provisions of Article 31.
 - (1) No person may be forced to incriminate himself or answer any questions that may tend to incriminate himself.
 - b. Article 31 applied to the rights of the accused.
 - (1) The accused may not be interrogated or questioned without first informing him
 - (a) Of the nature of the accusation against him.
 - (b) Of his right to remain silent.
 - (c) That any statement made by him may be used against him.
 - (2) The accused may not be compelled to provide a statement or evidence that is not relevant to the issue and that may tend to degrade him.
 - (3) No statement obtained from any person through the use of coercion, unlawful influence, or inducement may be used as evidence against the accused.
2. Rights of the accused at any preliminary investigation.

NOTE: The results of a preliminary investigation will determine whether the charges are dropped, or the case is forwarded to judicial or nonjudicial proceedings.

 - a. To be informed of the purpose of the investigation
 - b. To be informed of the right against self-incrimination (Article 31)
 - c. To be informed of the charges under investigation
 - d. To be informed of the identity of the accuser
 - e. To be informed of the witnesses and other evidence
 - f. To be present throughout the taking of evidence
 - g. To be represented by counsel

- h. To cross-examine witnesses
- i. To present anything in defense
- j. To make a statement in any form

PERFORMANCE STEPS:

1. *Explain rights before judicial proceedings.*

- a. To be represented by a lawyer
- b. To choose the composition of the members on the court-martial

NOTE: If the accused is an enlisted Marine, he may request orally or in writing that the members of the court-martial be enlisted. If he does not request that, then the members will be officers. The accused may request to be tried by a military judge alone.

- c. To request that an interpreter be present (if the accused does not speak or understand English well)
- d. To have a speedy trial

2. *Explain rights before nonjudicial proceedings.*

- a. To be informed of the imposition of NJP
- b. To be informed of the alleged offense(s)
- c. To be provided the information that is the basis for allegations
- d. To be provided a statement describing the
 - (1) Rights of the accused.
 - (2) Maximum punishment.
 - (3) Option to choose a trial by court-martial in lieu of NJP.
 - (4) Option to appear personally to make a defense.

NOTE: At a court-martial, counsel must represent the accused, whereas at nonjudicial proceedings the accused does not have legal counsel. The accused cannot be tried by a summary court-martial over his objections.

e. The table below shows the choices and rights of the accused:

IF THE ACCUSED CHOOSES TO	THEN THE RIGHTS OF THE ACCUSED ARE TO
Make a personal appearance	<ul style="list-style-type: none"> • Be informed of Article 31 • Be accompanied by a spokesperson • Be informed of the alleged offense • Be allowed to examine evidence against you • Present witnesses on your behalf • Present a defense
Not make a personal appearance	<ul style="list-style-type: none"> • Submit a written statement for the commander's consideration before he makes his decision.

REFERENCE(S):

JAGINST 5800.7, *Manual of the Judge Advocate General (JAGMAN)*

TASK: MCCS.01.06 (CORE) EXPLAIN ARTICLE 15, NONJUDICIAL PUNISHMENT (NJP)

CONDITION: GIVEN THE REQUIREMENT.

STANDARD: TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain when NJP is used, its value to the Marine Corps, the right of the accused to refuse NJP, and the procedures to appeal NJP.

PERFORMANCE STEPS:

1. *State the purpose of NJP.*

- The purpose of NJP is to give the commander the ability to maintain good order and discipline.

2. *State when NJP can be administered.*

- NJP is given for minor offenses of the UCMJ. A minor offense is one for which the maximum sentence, if tried by a general court-martial, does not include a dishonorable discharge or confinement of greater than one year.

3. *Explain the right to refuse NJP.*

- Before the imposition of NJP proceedings, the accused may demand trial by court-martial in lieu of NJP.

4. *Explain the right to appeal.*

- The accused may appeal the punishment if he considers it unjust or disproportionate to the offense.

5. *Explain the procedures for appeal.*

- The Marine may appeal the NJP
 - (1) By submitting a written statement describing why he considers the punishment unjust or disproportionate
 - (2) Within 5 days of imposition of punishment
 - (3) Through the chain of command to the next superior authority

REFERENCE(S):

Manual for Courts-Martial

TASK: **MCCS.01.07 (CORE) EXPLAIN TWO PROBLEM SOLVING METHODS AVAILABLE TO ALL MARINES**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the proper procedures for problem solving through the chain of command and the command request mast program and procedures.

PERFORMANCE STEPS:

1. *Explain the use of the chain of command to solve problems.*
 - a. To solve a problem, a Marine can communicate his complaint to his commanding officer, and then to each successive commanding officer in his chain of command. All that is required is for the Marine to follow the chain of command, one step at a time. The chain of command is the system which the Corps uses to ensure that each military member has one immediate supervisor and that each supervisor has an immediate supervisor, the process continuing on up to the Commandant of the Marine Corps. In this way, each supervisor links together the different levels of command.
 - b. The leaders in the chain of command must be a cohesive, harmonized team so that the chain may communicate clear messages. Strong bonds of trust, confidence, respect, and understanding between and among all leaders in the system lead to an effective command channel.
2. *Explain Request Mast and how it can be used to solve problems.*
 - a. The command request program will do the following:
 - (1) Provides and protect the right of a Marine to communicate with his or her (immediate) commanding officer at a designated time and place, the right to appear personally before a commanding officer, and the right to correspond with the commanding officer in writing.
 - (2) Provide Marines with an approved channel through which to air grievances and/or seek advice.
 - (3) Provide superiors with first-hand knowledge of the morale and general welfare of the command.
 - b. An application for request mast must be submitted in writing via the chain of command to the commanding officer with which mast is requested.
 - c. All applications for request mast must be prepared via instructions or directives.
 - d. To make the request, applications should include the identification of the initial point of contact by billet. Also provide the identification, by billet, of each commanding officer in the chain of command with whom a Marine may request mast, if necessary.

- e. Request mast is conducted at the earliest reasonable time and not later than 72 hours after submission whenever possible. Emergencies should be heard within 24 hours.
- f. Expect a waiting period of at least 24 hours between levels of the chain of command.
- g. Upon completion of request mast, the Marine makes a written statement regarding the degree of satisfaction with the outcome of the request.

REFERENCE(S):

Marine Corps Manual
MCO 1700.23, *Request Mast*

TASK: **MCCS.01.08 (CORE) EXPLAIN THE FIVE TYPES OF DISCHARGES**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the five types of discharges that may be awarded upon separation or retirement.

PERFORMANCE STEPS:

1. *Explain honorable discharge.*

- To receive an honorable discharge, you must have met the standards of acceptance, conduct, and performance of duty for military personnel, or be otherwise so meritorious that any other characterization would be clearly inappropriate.

2. *Explain general, under honorable conditions, discharge.*

- To receive a general discharge under honorable conditions, significant negative aspects that reflected your performance or conduct must have characterized your service. This type of discharge is normally awarded when a Marine's average proficiency and conduct marks are below 3.0 and 4.0, respectfully.

3. *Explain general, under other than honorable conditions, discharge.*

- To receive a discharge under other than honorable conditions, your service must have been characterized by conduct that was a significant departure from the conduct expected of a Marine. This usually involves illegal acts or commission of acts that are characterized by violence that result in serious bodily injury, breach of special trust, disregard for the normal superior-subordinate relationships, drug abuse or trafficking, or endangering the security of the Marine Corps.

4. *Explain a bad-conduct discharge.*

- To receive a bad-conduct discharge, you must have been convicted by a general or special court-martial of an offense under the UCMJ which warrants this form of discharge. A bad-conduct discharge is less severe than a dishonorable discharge and is designed as a punishment for bad conduct rather than as a punishment for serious offenses. It is also appropriate for an accused who has been convicted repeatedly of minor offenses.

5. *Explain dishonorable discharge.*

- To receive a dishonorable discharge, you must be convicted by a general court-martial of an offense of a dishonorable nature. These are offenses generally recognized by the civilian courts as being serious felonies. However, you may also be awarded a dishonorable discharge if you have been convicted by a court-martial of three or more offenses in the last year, regardless of whether any of the charges were severe enough to result in a dishonorable discharge.

REFERENCE(S):

Marine Corps Manual

TASK: **MCCS.01.09 (CORE) EXPLAIN THE LAW OF WAR**
CONDITION: **GIVEN THE REQUIREMENT.**
STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the nine principles of the "Law of War" and how they may impact on the mission during combat.

GENERAL INFORMATION:

Discipline in combat is essential. Disobedience to the law of war dishonors the Nation, the Marine Corps, and the individual Marine. In most cases, law of war violations also constitutes violations of the UCMJ. The nine principles of the law of war are

- Fight only enemy combatants.
- Do not harm enemies who surrender: disarm them and turn them over to your superior.
- Do not kill or torture prisoners.
- Collect and care for the wounded, whether friend or foe.
- Do not attack medical personnel, facilities, or equipment.
- Do not destroy more than the mission requires.
- Do not steal; respect private property and possessions.
- Do your best to prevent violations of the law of war; report all violations to your superiors, a military lawyer, a chaplain, or provost marshal.

Violations of the law of war have an adverse impact on public opinion, both nationally and internationally. Instead of weakening the enemy's will to fight, such violations actually strengthen it. In fact, they have, on occasion, served to prolong a conflict by inciting an opponent to continue resistance. Violations of these principles prejudice the good order and discipline essential to success in combat.

PERFORMANCE STEPS:

1. Identify why Marines fight only an enemy combatant.

- a. All persons in uniform, carrying a weapon or participating in any way in military operations or activities, are known as combatants. Under the laws of armed conflict, only combatants are considered proper targets and may be fired upon. All others are called noncombatants.
- b. If you are in doubt in differentiating between combatants and noncombatants, consult your superior before pursuing any course of action.

2. Identify that Marines do not harm enemies who surrender. They must disarm them and turn them over to their superiors.

- a. Never attack enemy soldiers who surrender or enemy soldiers who are captured, sick or wounded.
- b. When you have POWs, you should follow the six Ss: SEARCH, SECURE, SILENCE, SEGREGATE, SAFEGUARD, and SPEED the prisoners to the rear.

3. Identify that Marines do not kill or torture prisoners.

- a. You must never kill, torture, or mistreat a prisoner because such actions are violations of the law and the prisoners may provide you with vital information about the enemy.
- b. Treating prisoners well reflects on how the enemy will treat our fellow Marines that may have been taken capture. Humane treatment of POWs is right, honorable, and required under the laws of armed conflict. Improper treatment of prisoners by us is punishable by court-martial.

4. *Identify that Marines collect and care for the wounded, whether friend or foe.*
 - a. You should also provide medical care to the wounded whether friend or foe.
 - b. You are required under the laws of armed conflict to provide the same kind of medical care to the sick and wounded as you would provide to your own.
5. *Identify that Marines do not attack medical personnel, facilities, or equipment.*
 - Noncombatants include civilians, medical personnel, and chaplains. Humane treatment of noncombatants may also assist you in obtaining valuable intelligence to allow you to better pursue your mission.
6. *Identify that Marines destroy no more than the mission requires.*
 - a. Under the laws of armed conflict, you are not permitted to attack villages, towns, or cities. You are allowed to engage the enemy that is in a village, town, or city and destroy any equipment or supplies that the enemy has when your mission requires it.
 - b. In all cases, you must not create more destruction than is necessary to accomplish your mission. When you use firepower in a populated area, you must attack only the military targets.
 - c. Marines do not attack protected property. Examples of protected property include buildings dedicated to religion, art, science, or charitable purposes; historical monuments; hospitals and places where the sick and wounded are collected and cared for; and schools and orphanages for children.
7. *Identify that Marines treat all civilians humanely.*
 - a. Treat civilians humanely and private property as if it were your own. Become familiar with the country you are in, its traditions, and customs of its citizens. This will assist you in the proper treatment of civilians.
 - b. Under no circumstance should you fire upon any medical personnel or equipment used for medical welfare of the people or the enemy. Most medical personnel and facilities are marked with a red cross on a white background. However, a few countries use a different symbol. This is one reason why it is important to be familiar with the customs of the country in which you are operating. Similarly, never pose as a Red Cross person when you are not one. Your life may depend on the proper use of the Red Cross symbol.
8. *Identify that Marines do not steal. Marines respect private property and possessions.*
 - Marines do not steal from civilians. Failure to obey these rules is a violation of the laws of armed conflict and punishable by court-martial.
9. *State the fourth element of the purpose for close order drill.*
 - Teach discipline by instilling habits of precision and automatic response to orders.
10. *Explain how violations of the laws of war can have an impact on the accomplishment of the mission during combat.*
 - As Marines, we all recognize that full compliance with the laws of armed conflict is not always easy, especially in the confusion and passion of battle. For instance, you might be extremely angry and upset because your unit has taken a lot of casualties from enemy boobytraps or hit-and-run tactics. But, you must never engage in reprisals or acts of revenge that violate the laws of armed conflict.

REFERENCE(S):

MCRP 5-12.1A, *The Law of Land Warfare*
MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.02.01 (CORE) EXPLAIN THE MARINE CORPS MISSION**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must recall the document that identifies the official mission of the Marine Corps, listing the seven elements of that mission.

PERFORMANCE STEPS:

1. *State how the official mission of the Marine Corps is established.*

- The official mission of the Marine Corps is established in the National Security Act of 1947, amended in 1952. Marines are trained, organized, and equipped for offensive amphibious employment and as a "force in readiness." According to the Act, Marines stand prepared to meet mission requirements.

2. *State the seven elements of the Marine Corps mission.*

a. Provide Fleet Marine Forces with combined arms and supporting air components for service with the United States Fleet in the seizure or defense of advanced naval bases and for the conduct of such land operations as may be essential to the execution of a naval campaign.

b. Provide detachments and organizations for service on armed vessels of the Navy and security detachments for the protection of naval property at naval stations and bases.

c. Develop, in coordination with the Army, Navy, and Air Force, the doctrine, tactics, techniques, and equipment employed by landing forces in amphibious operations.

d. Provide Marine forces for airborne operations, in coordination with the Army, Navy, and Air Force, according to the doctrine established by the Joint Chiefs of Staff.

e. Develop, in coordination with the Army, Navy, and Air Force, the doctrine, procedures, and equipment for airborne operations.

f. Expand peacetime components to meet wartime needs according to the joint mobilization plans.

g. Perform such other duties as the President may direct.

REFERENCE(S):

Marine Corps Manual

TASK: **MCCS.02.02 (CORE) IDENTIFY SIGNIFICANT EVENTS IN MARINE CORPS HISTORY**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must recall and explain significant events in Marine Corps history, including the birthplace and birth date of the Marine Corps, and the meaning of the Marine Corps motto, "*Semper Fidelis*." The Marine must name and explain historical events and major battles.

PERFORMANCE STEPS:

1. *State significant events in Marine Corps history.*
 - a. 1775 - The Marine Corps was created on 10 November 1775 in Philadelphia, Pennsylvania at Tun Tavern by a resolution of the Continental Congress, which "raised two battalions of Marines." Captain Samuel Nicholas became the commander of these two battalions and is traditionally considered the first Commandant of the Marine Corps. In 1834, the Marines came under the Department of the Navy. The National Security Act of 1947, amended in 1952, states the present structure, missions, and functions of the Marine Corps.
 - b. 1776 - The first Marine landing took place during the Revolutionary War. Marines invaded New Providence Island in the Bahamas and seized guns and supplies. The uniform of the day had a stiff leather stock that was worn around the neck, thus the nickname "Leatherneck."
 - c. 1798 - Congress recreated the Marine Corps as a separate military service.
 - d. 1805 - Marines stormed the Barbary pirates' stronghold at Derna on the "Shores of Tripoli." Marines raised the "Stars and Stripes" for the first time in the Eastern Hemisphere.
 - e. 1847 - During the Mexican War, Marines occupied the "Halls of Montezuma" during the Battle of Chapultepec in Mexico City. The royal palace fell to invading Marines, who were among the first United States troops to enter the capital. Marines also helped take California.
 - f. 1859 - Under the command of Colonel Robert E. Lee, U.S. Army, Marines stormed the United States arsenal at Harper's Ferry to put down an attempted slave revolt lead by abolitionist John Brown.
 - g. 1861 - Marines saw limited action during the Civil War. Due to resignations, an aging officer corps, and inadequate personnel, effectiveness was hindered. Marines served primarily with naval detachments at sea manning ship's gun, rarely conducting operations ashore.
 - h. 1868 - The Marine Corps adopted an emblem that consisted of an eagle, a globe, and an anchor. Brigadier General Jacob Zeilin, 7th Commandant, modified the British (Royal) Marine emblem to depict the Marines as both American and maritime. The globe and anchor signify worldwide service and sea traditions. The spread eagle is a symbol of the Nation itself.
 - i. 1883 - The official motto of the Marine Corps, "*Semper Fidelis*," (Latin for "Always Faithful") was adopted. The phrase is more commonly heard as its abbreviation, "*Semper Fi*".
 - j. 1898 - In response to a declaration of war against Spain, Marines conducted offensive operations in the Pacific and Cuba. Marine actions led to the establishment of several naval installations overseas.
 - k. 1900 - In support of foreign policy, Marines from ships on the Asiatic station defended the American Legation in Peking, China during the Boxer Rebellion. The Marines were part of a multinational defense force that protected the

Legation Quarter against attack. This small defense force held out against the Boxers until a relief force was able to reach Peking and end the rebellion.

- l. 1901 - During the years 1901 to 1934, the Marine Corps was increasingly used to quell disturbances throughout the world. From the Far East to the Caribbean, Marines landed and put down insurrections, guarded and protected American lives and property, and restored order. Due to the extensive use of Marines in various countries and locations in the Caribbean, these actions come to be known as the "Banana Wars."
- m. 1913 - The Marine Corps established its aviation unit. Marine Major Alfred A. Cunningham was the first pilot.
- n. 1917 - Marines landed as part of the American force in France. Marines, participating in eight distinct operations, distinguished themselves and were awarded a number of decorations, among them the French Fourragere still worn by members of the 5th and 6th Marines.
- o. 1933 - The Marine Corps was reorganized into the Fleet Marine Force, formally establishing the "command and administrative relations" between the Fleet and the Marine Corps. The Marine Corps Equipment Board was established at Quantico, Virginia, and Marines began to devote long hours to testing and developing materials for landing operations and expeditionary service.
- p. 1941 - The United States was thrust into war following the devastating surprise attack on Pearl Harbor by Japanese forces. Marines defended against this attack and similar attacks throughout the Pacific during the opening stages of the war. The Marine Corps was the principal force utilized by the allies in execution of a strategy of "island hopping" campaigns. The earlier development of amphibious doctrine proved to be invaluable in carrying out this strategy. The strength of the Marine Corps reached nearly 500,000 during World War II.
- q. 1950 - Conflict in Korea tested Marine Corps combat readiness. The Marines responded to the attack by North Korean forces by quickly assembling the First Marine Provisional Brigade from the understrength 1st Marine Division. These Marines shipped out and were later used to rescue the crumbling Pusan Perimeter. Marine forces further displayed their combat readiness and versatility by making an amphibious landing over the seawalls at Inchon. Marine aviators flew helicopters for the first time in battle.
- r. 1958 - The Marine Corps completed reorganizing the combat structure of its Fleet Marine Force. The Marines created units equipped to conduct landing operations in either atomic or nonatomic warfare. The Marine Corps had the ability for the Fleet to go where it was needed, to stay there, and to readily project its power ashore as the cutting edge of sea power. This concept was put to use when Marines landed near Beirut, Lebanon at the request of the Lebanese government to support its army against internal strife. The Marines helped stabilize the situation and were withdrawn after a few months.
- s. 1965 - Marines landed in South Vietnam, which committed the Marine Corps to the longest war in its history. Marines conducted numerous large scale offensive operations throughout the course of the war, as well as participating in the pacification program designed to win the support of the local populace. Also, in response to an attempted coup of the local government, Marines landed in the Dominican Republic to evacuate and protect U.S. citizens. The Marines formed the core of a multinational force that quickly restored the peace.
- t. 1982 - Marines deployed to Lebanon as part of a multinational peacekeeping force in an effort to restore peace and order to this war-torn country. This action further displayed the Marine concept of a "Force in Readiness." On 23 October 1983, a suicide truck bomb attack on the headquarters building killed 241 Americans and wounded 70 others. The last Marine unit withdrew in July of 1984.
- u. 1983 - Following assassination of the Prime Minister and violent overthrow of the government of Grenada, Marines participated in Urgent Fury, a joint military operation in response to a request for intervention from neighboring Caribbean nations. The Marines' rapid response led to the securing of the island and the safeguarding of hundreds of American citizens living there.

- v. 1989 - In response to the increasing unrest in Panama, the President of the United States ordered a joint military operation, Just Cause, to overthrow the military government of Panama headed by General Manuel Noriega. United States forces, including Marines, accomplished this mission and installed a civilian government. This same government had been denied office after free elections were illegally declared invalid by Noriega's government. General Noriega, under indictment in the United States for drug trafficking and racketeering, was arrested and sent to the United States for trial.
 - w. 1990 - Following the invasion of Kuwait by Iraqi forces, Operation Desert Shield was launched. This joint military operation was designed to halt the advance of Iraqi forces and to position multinational forces assembled for possible offensive operations to expel the invading force. This operation validated the Marine Corps Maritime Prepositioning Force (MPF) concept and enacted the plan of tailoring units to accomplish a mission as part of a Marine Air Ground Task Force (MAGTF).
 - x. 1991 - Operation Desert Storm was launched after the Iraqi government refused to comply with United Nations resolutions. Marine aviation was heavily used when the air phase commenced in January of 1991. When massive bombing failed to dislodge Iraqi forces, Marine ground forces swept into Kuwait and liberated the country, causing severe damage to the Iraqi military capability.
2. *Describe significant battles in Marine Corps history.*
- a. **The BATTLE OF BLADENSBURG:** In August of 1814, 103 Marines and 400 sailors made a vain attempt to block a force of 4,000 disciplined British troops from advancing on Washington. The Marines stopped three headlong charges before finally being outflanked and driven back. The British then moved down Bladensburg Road to Washington where they burned a number of public buildings before retiring to their vessels in the Chesapeake Bay.
 - b. **The BATTLE OF NEW ORLEANS:** In January of 1815, Marines under the command of General Andrew Jackson soundly defeated British Forces that were attacking the city of New Orleans. The British lost approximately 2,000 men while American losses were less than 100.
 - c. **The BATTLE OF BELLEAU WOOD:** Marines fought one of their greatest battles in history at Belleau Wood, France during World War I. Marines helped to crush a German offensive at Belleau Wood that threatened Paris. In honor of the Marines who fought there, the French renamed the area "the Wood of the Brigade of Marines." German intelligence evaluated the Marines as "storm troops" -- the highest rating on the enemy fighting scale. In reference to the Marine's ferocious fighting ability, German troops called their new enemy "Teufelhunden" or "Devildogs," a nickname in which Marines share pride.
 - d. **The BATTLE OF WAKE ISLAND:** In 1941, following the air attack on Pearl Harbor, the Japanese struck Wake Island on 8 December. Despite being heavily outnumbered, the Marines mounted a courageous defense before finally falling on 23 December. This small force of Marines caused an extraordinary number of Japanese casualties and damage to the invading force.
 - e. **The BATTLE OF GUADALCANAL:** On 7 August 1942, the 1st Marine Division landed on the beaches of Guadalcanal in the Solomon Islands and launched the first United States land offensive of World War II. This battle marked the first combat test of the new amphibious doctrine, and also provided a crucial turning point of the war in the Pacific by providing a base to launch further invasions of Japanese-held islands. Amphibious landings followed on the remaining Solomon Islands including New Georgia, Choiseul (Feint), and Bougainville.
 - f. **The BATTLE OF TARAWA:** The Gilbert Islands were the first in the line of advance for the offensive in the Central Pacific. The prime objective was the Tarawa Atoll and Betio Island which had been fortified to the point that the Japanese commander proclaimed that it would take a million Americans 100 years to conquer it. On 20 November 1943, Marines landed and secured the island within 76 hours, but paid a heavy price in doing so. Because of an extended reef, landing craft could not cross it and Marines were offloaded hundreds of yards from the beaches. This led to heavy losses from enemy fire. Additionally, many Marines drowned while attempting to wade ashore.
 - g. **The BATTLE OF THE MARIANA ISLANDS:** Due to the need for airfields by the Air Force and advanced bases for the Navy, the Marianas were invaded. Landings on the islands of Saipan, Guam, and Tinian accomplished this. During June and July of 1943, Lieutenant General Holland M. Smith led a combined invasion force of Marines and soldiers that totaled over 136,000. This was the greatest number of troops up to that time to operate in the field under Marine command.
 - h. **The BATTLE OF IWO JIMA:** On 19 February 1945, Marines landed on Iwo Jima in what was the largest all-Marine battle in history. It was also the bloodiest in Marine Corps history. The Marine Corps suffered over 23,300 casualties. The capture of

Iwo Jima greatly increased the air support and bombing operations against the Japanese home islands. Of the savage battle, Admiral Chester W. Nimitz said, "Among the Americans who served on Iwo Island, uncommon valor was a common virtue."

- i. The BATTLE OF OKINAWA: In April of 1945, Marines and Soldiers landed and secured the island of Okinawa. This marked the last large action of World War II. Due to the death of the Army commander, Major General Roy S. Geiger assumed command of the 10th Army and became the only Marine officer ever to have commanded a field Army.
- j. The BATTLE OF THE CHOSIN RESERVOIR: After pushing far into North Korea during November of 1950, Marines were cut off after the Chinese Communist Forces entered the war. Despite facing a 10-division force sent to annihilate them, Marines smashed seven enemy divisions in their march from the Chosin Reservoir. The major significance of this retrograde movement was that Marines brought out all operable equipment, properly evacuated their wounded and dead, and maintained tactical integrity.
- k. The SECOND BATTLE OF KHE SANH: In January of 1968, Marines defended the firebase at Khe Sanh from an attack force of two North Vietnamese Army (NVA) divisions. Despite heavy bombardment, the Marines held out for over two and a half months before finally forcing the enemy forces to withdraw.
- l. The BATTLE OF HUE CITY: During the Vietnamese holiday of Tet in January of 1968, Communist forces launched a surprise offensive by infiltrating large numbers of their troops into the major population centers of Hue City, South Vietnam. A near division-size unit of NVA troops occupied the city of Hue and the Citadel. Marines fought in built-up areas for the first time since the Korean War foregoing the application of heavy arms to minimize civilian casualties. Fighting was house-to-house with progress measured in yards. The city was secured on 25 February 1968.

GENERAL INFORMATION:

Listed below are noteworthy Marines in Marine Corps history:

- a. PRESLEY NEVILLE O'BANNON. First Lieutenant O'Bannon is remembered for heroism in the battle for the harbor fortress of Derna (Tripoli) in the Mediterranean. O'Bannon's Marines were the first U.S. forces to hoist the flag over territory in the Old World. The "Mameluke" sword, carried by Marine officers today, was presented to O'Bannon in 1805.
- b. ARCHIBALD HENDERSON. Brevet Brigadier General Archibald Henderson became Commandant in 1820 and held his command for 39 years until his death in 1859. General Henderson led the Corps through the Indian Wars, the War with Mexico, the opening of China, and the disorders in Central America. The "Grand Old Man of the Marine Corps," as he is often called, introduced higher standards of personal appearance, training, discipline, and strived to have the Marine Corps known as a professional military force, capable of more than just sea and guard duties.
- c. JOHN H. QUICK. Sergeant Major Quick is remembered for his performance at Cuzco Well (Guantanamo Bay, Cuba) where he participated in an operation to seize an advanced base for the Atlantic Fleet battalion of Marines. The Sergeant Major won the Medal of Honor for semaphoring for an emergency lift of the naval bombardment while under Spanish and American shellfire. The landing at Guantanamo demonstrated the usefulness of Marines as assault troops. When employed with the fleet, Marines gave added strength for the capture and defense of advanced bases, becoming a primary mission of the Marine Corps (1898).
- d. DANIEL DALY. Sergeant Major Daly is recognized for earning two Medals of Honor: (1) Chinese Boxer Rebellion and (2) First Caco War in Haiti. When his unit had been pinned down and their attack was stalled during the Battle of Belleau Wood, then Gunnery Sergeant Daly yelled to his men, "Come on, you sons of a b-----, do you want to live forever?"
- e. SMEDLEY D. BUTLER. Major Butler is recognized for earning two Medals of Honor: (1) Veracruz and (2) First Caco War in Haiti. By the end of 1916, the Marine Corps was recognized as a national force in readiness and for leadership gained from continual combat and expeditionary experience.
- f. JOHN A. LEJEUNE. Major General Lejeune served as 13th Commandant of the Marine Corps, 1920-1929. LeJeune was the first Marine officer ever to command an army division in combat in France during World War I (1918).

- g. LEWIS B. ("CHESTY") PULLER. Lieutenant General Puller served in Nicaragua through several periods of political unrest and rebellious activity. Puller and a force of about 32 Marines became famous for their ability to engage rebel groups and bandits while scouring the jungles in a wide area of Nicaragua to the Honduran border. Puller became known as the "Tiger of the Mountains" (1930). The Marine Corps' mascot, an English bulldog named "Chesty," is named for this brave and fine Marine Corps officer.
- h. JOSEPH L. FOSS. Captain Foss was a Marine pilot instrumental in taking the Japanese airfield at Guadalcanal. For his participation, he was awarded the Medal of Honor. By the end of World War II, Foss was the second-ranking Marine ace, with 26 victories ("kills") to his credit (1942).
- i. GREGORY R. ("PAPPY") BOYINGTON. Major Boyington is recognized for Marine prowess in aerial dogfights. "Pappy" commanded VMH-214, the "Black Sheep," during World War II. By the end of the War, the Major was recognized as the Marine Corps' top ranking flying ace with 28 victories ("kills") (1945).
- j. IRA H. HAYES. The Fifth Amphibious Corps of Marines, commanded by Major General Harry Schmidt, was assigned to take Iwo Jima. Corporal Ira Hayes, a Pima Indian, was one of the Marines immortalized in the now famous photograph (not shown) taken of the second flag raising incident on Mount Suribachi shortly after the Japanese stronghold was taken on 23 February 1945.
- k. OPHA MAE JOHNSON. Private Johnson became the Marine Corps' first enlisted woman on 13 August 1918. Her enlistment was a reflection of the dramatic changes in the status of women brought about by the entry of the United States into World War I. Marine Reserve (F) was the official title by which the Marine Corps' first enlisted women were known. They were better known as "skirt Marines" and "Marinettes."
- l. ANNIE L. GRIMES. CWO Grimes was the third black woman to become a Marine and the first black woman officer to retire after her full 20 years.
- m. MARGARET A. BREWER. Brigadier General Brewer, then a Colonel, served as the Director of Women Marines (WM) during the period 1973-1977. She was the seventh and last director of WM, the only post-World War woman to hold the position. Margaret Brewer became the Marine Corps' first woman general officer on 11 May 1978.
- n. MOLLY MARINE. "Molly," a monument in New Orleans to women, who served as Marines, was dedicated on the Marine Corps birthday in 1943. The first statue of a woman in uniform anywhere in the world was that of Joan D'Arc, in full armor, in Orleans, France; it is only fitting that the first statue of a woman in uniform in the United States resides in New Orleans.

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.02.03 (CORE) IDENTIFY THE HISTORICAL SIGNIFICANCE OF MARINE CORPS UNIFORM ITEMS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe and state the historical significance of selected Marine uniform items. The Marine must include the significance of the Marine Corps emblem, the scarlet trouser stripe, the quatrefoil, the officer's sword, and the noncommissioned officer (NCO) sword.

PERFORMANCE STEPS:

1. *State the significance of the Marine Corps emblem.*

- a. The emblem consists of an eagle clenching the Marine Corps motto in its beak, the globe (Western Hemisphere), and the anchor. The emblem was adopted from the British (Royal) Marines and was modified by Brigadier General Jacob Zeilin in 1868 to depict the Marines as both American and maritime. The illustration below shows the Marine Corps emblem.



b. The globe and anchor signify the worldwide service and sea traditions.

c. The spread eagle represents the nation itself.

d. The motto, "*Semper Fidelis*" is Latin for "Always Faithful."

2. *State the significance of the scarlet trouser stripe.*

- Officers and NCOs have intermittently worn scarlet stripes (blood stripe) on dress trousers ever since the early days of the Marine Corps. It is said that the right to wear scarlet stripes was conferred on the Marine Corps after the Battle of Chapultepec, during the Mexican War, in honor of Marines killed or wounded during the action. The initial uniform trousers issued in 1798 after the reconstitution of the Marine Corps had scarlet piping.

3. *State the significance of the quatrefoil.*

- The quatrefoil (the cross-shaped braid atop officers frame-type "barracks" caps) has been worn ever since 1859. The design is of French origin. It is a distinguishing part of the Marine officer's uniform. Popular belief tells us that in the mid-1800s, crossed pieces of rope were sewn to the top of officer's covers so that sharpshooters in the ship's riggings could readily identify them.

4. *State the significance of the Mameluke sword.*

- The sword carried by officers of the Marine Corps has a history that is nearly as old as the Marine Corps itself. Its design is unique in the American services. Today, it stands as the single weapon of the longest continuous use in American arms. Officially prescribed in 1862, this sword has a distinctive Mameluke hilt that was first introduced by Marine officers stationed aboard ships of the Mediterranean Squadron during the Barbary Wars, 1801-1807. The sword of the Mameluke's had a curved scimitar blade and a uniquely shaped handle that is now especially identified with the U.S. Marines.

5. *State the significance of the NCO sword.*

- Noncommissioned officers of the Marine Corps are the only NCOs in any branch of the regular U.S. Armed Forces who still have the privilege of carrying swords. In addition, they have the unique position of being the only NCOs authorized to carry what is basically a commissioned officer's weapon. The sword is the personification of the military tradition and has been entrusted to those most responsible for maintaining it. Except for the famous Mameluke hilted sword of the Marine commissioned officers, the Marine NCO sword rates as the oldest U.S. weapon used. While its use is now limited by regulations to ceremonial occasions, the sword still represents "*esprit de corps*."

6. *State the significance of the French Fourragere.*

- The Fourragere was awarded by the French Ministry of War to those units which were cited two or more times in the French Order's of the Army, and when awarded, became part of the cited unit's uniform. The 5th and 6th Marine Regiments were also cited during World War I, and therefore all Marines serving in these units are authorized to wear the Fourragere.

REFERENCE(S):

MCO P1020.34, *Marine Corps Uniform Regulations*
MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.02.04 (CORE) EXPLAIN COMMON TERMS, SAYINGS, AND QUOTATIONS USED IN THE MARINE CORPS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain in plain language certain sayings and quotations, and define words commonly spoken in the Marine Corps.

PERFORMANCE STEPS:

1. *Explain the origin of the term “First to Fight.”*

- Marines have been in the forefront of every American war since the founding of the Marine Corps. They entered the Revolution in 1775, just before the Declaration of Independence was signed. They have carried out more than 300 landings on foreign shores. They have served everywhere, from the poles to the tropics. Their record of readiness reflects pride, responsibility, and challenge.

2. *Explain the origin of the term “Leathernecks.”*

- The nickname Leathernecks dates back to the leather stock, or neckpiece worn as part of the Marine uniform during the years 1775 to 1875. Back then, the leather bands around their throats ensured that Marines kept their heads erect. Descended from the stock, the standing collar is hallmark of the Marine blues, whites, and evening dress. Like its leather ancestor, the standing collar regulates stance and posture, proclaiming the wearer as a modern "leatherneck."

3. *Explain the origin of the term “Devil Dogs.”*

- The term was coined during the Battle of Belleau Wood in 1918 in which the Germans received a thorough indoctrination in the Marines' fighting ability. Fighting through "impenetrable" woods and capturing "untakeable" terrain, their persistent attacks delivered with unbelievable courage soon had the Germans calling the Marines "Teufelhunden," which are fierce fighting dogs of legendary origin. The term is belovedly translated "devil dogs."

4. *Explain the meaning of “Esprit de Corps.”*

- The "spirit" of a unit is commonly reflected by all of its members. It implies devotion and loyalty to the Marine Corps, with deep regard for its history, traditions, and honor. It is the epitome of *pride* in the unit!

5. *Explain the origin of the term “Uncommon valor was a common virtue.”*

- Refers to the victories in World War II, especially at Iwo Jima, the largest all-Marine battle in history. Admiral Nimitz applied the Marine fighting on Iwo Jima to the entire Marine Corps' contribution during that war stating, "uncommon valor was a common virtue."

6. *Explain the meaning “Semper Fidelis.”*

- The Marine Corps Motto. Marines who have lived up to their motto, *SemperFidelis* (always faithful), is proven by the fact that there has never been a mutiny among U.S. Marines. This motto was adopted about 1883. Before that, there had been three mottos, all traditional rather than official. The first, “*Fortitudine*” (with fortitude), appeared about 1812. The second, *By Sea and by Land*, was obviously a translation of the Royal Marines’ *Per Mare, Per Terrem*. Until 1848, the third motto was “*To the Shores of Tripoli*,” in commemoration of O’Bannon’s capture of Derne in 1805. In 1848, after the return to Washington of the Marine battalion that took part in the capture of Mexico City, this motto was revised to “*From the Halls of Montezuma to the Shores of Tripoli*.” The current Marine Corps motto is shared with England’s Devonshire Regiment.

TASK: **MCCS.02.05 (CORE) PERFORM REQUIRED MILITARY COURTESIES AND HONORS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources

Standard: The Marine must identify all Marine grades, ranks, and insignia and perform all required military courtesies and honors as necessary. The Marine must demonstrate proper salutes to officers while armed and unarmed. He or she must explain the terms *colors*, *standard*, and *guide on*. The Marine must render appropriate honors while armed and unarmed to the colors, to dignitaries, and to the Marine Corps Hymn. He or she must demonstrate procedures to enter and leave a vehicle or a ship.

PERFORMANCE STEPS:

1. *Demonstrate a salute.*

a. Salute while unarmed (figure 1).

- (1) Come to attention.
- (2) Raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of your cover, above and slightly right of your right eye.
- (3) Ensure that your thumb and fingers are straight and touch each other.

NOTE: You should be able to see your entire palm when looking straight ahead.

- (4) Ensure that your upper arm is parallel with the deck and your forearm is at a 45-degree angle.
- (5) Ensure that your wrist and hand are straight, forming a continuation of the line made by your forearm.
- (6) When not in ranks, turn your head and eyes toward the person or colors you are saluting.

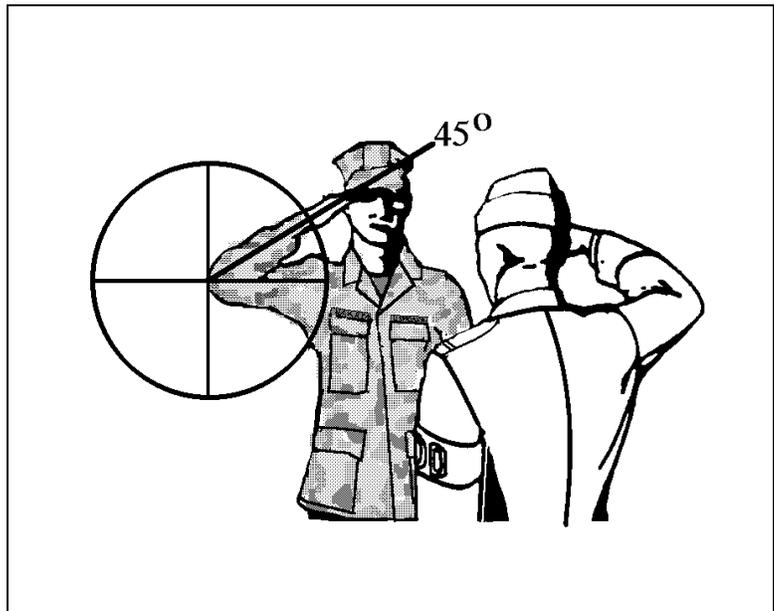


Figure 1

b. Salute while armed.

(1) Perform a rifle salute from order arms (figure 2).

- (a) Move your left arm smartly across your body with your forearm and wrist straight, fingers extended and joined, and your palm down.

NOTE: Ensure that the first joint of your forefinger touches the flash suppressor of your rifle.

- (b) When not in ranks, turn your head toward the person or colors you are saluting.

- (c) After executing the salute, resume the position of attention.

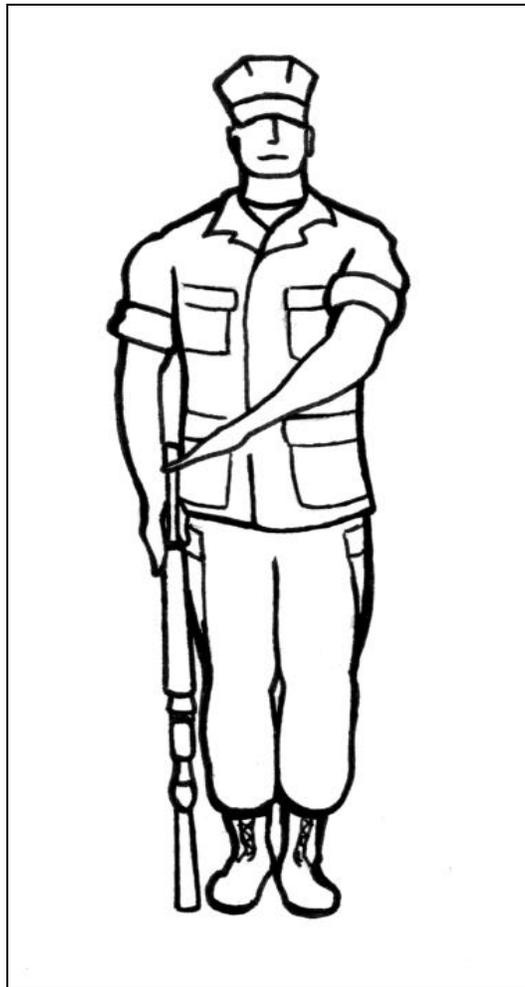


Figure 2

(2) Perform a rifle salute while at trail arms (figure 3).

NOTE: The movements are identical to those used for saluting at order arms, except that your rifle is held in the trail arms position.

(3) Perform a rifle salute when at right (or left) shoulder arms (figure 4).



Figure 3

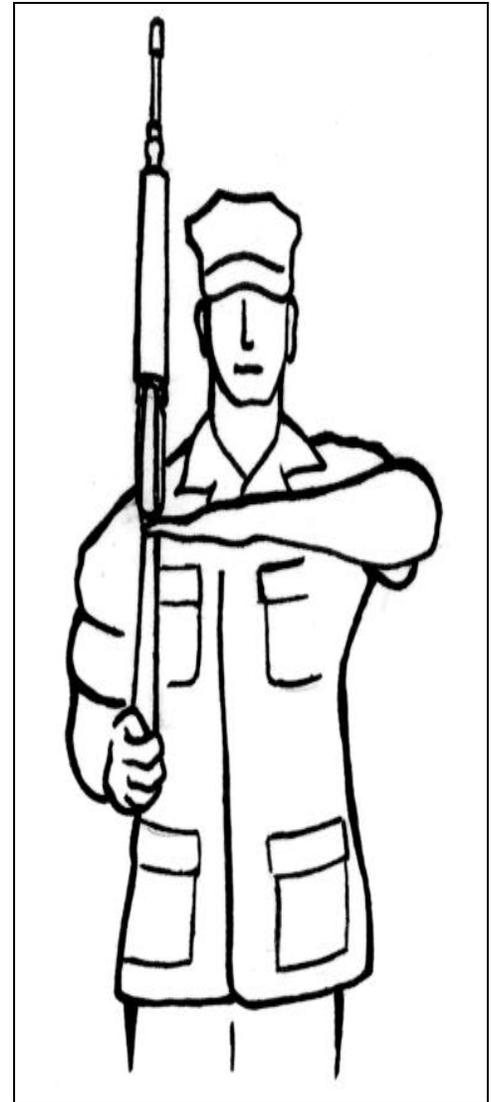


Figure 4

(a) Move your left (right) arm across your body, fingers extended and joined, and your palm down.

NOTE: Ensure that the first joint of your forefinger touches the rear of the receiver just below the charging handle and your forearm is parallel to the deck.

(b) When not in ranks, turn your head and eyes toward the person or colors you are saluting.

(c) Resume the position of attention after executing the salute.

(4) Perform a rifle salute while at sling arms (figure 5).

(a) Reach across your body with your left hand and grasp the sling of your rifle.

(b) Release your right hand.

(c) Execute the hand salute.

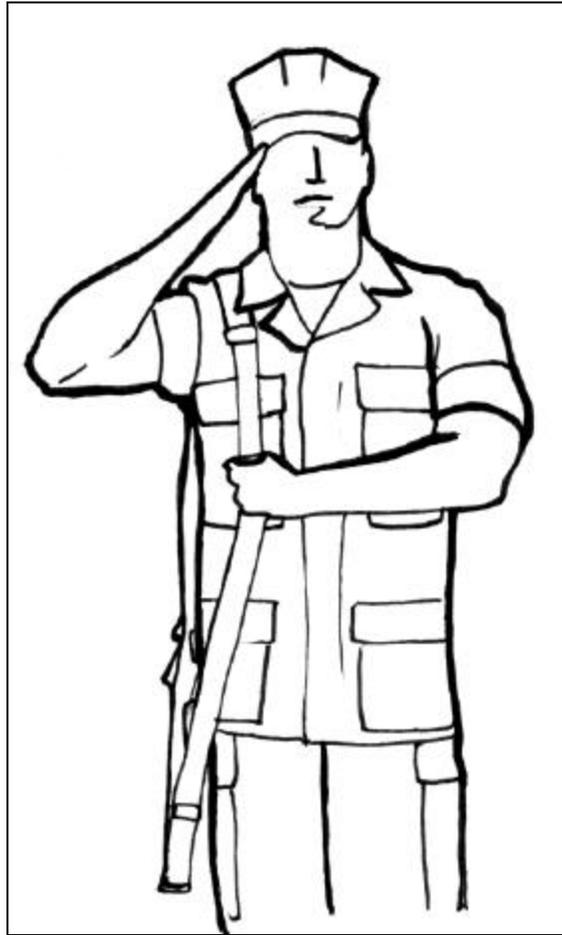


Figure 5

c. Observe courtesies while saluting (armed or unarmed).

- (1) Begin your salute in ample time (at least six, but not more than thirty paces away).
- (2) Hold your salute until it is returned or acknowledged.
- (3) Accompany the salute with an appropriate greeting.
- (4) Look squarely at the person or colors being saluted.
- (5) Render the salute only once if a senior remains in the immediate vicinity.
- (6) Render the salute again if conversation takes place when a senior leaves or when you depart.

NOTE: Do not interrupt the conversation to salute another senior unless the officer to whom you are speaking salutes a senior.

(7) Salute in a group (figure 6).

If	Then
Your group is not in formation	The first person to notice an officer approaching calls the group to attention and salutes for the <u>group</u> , or entire <u>group</u> salutes the <u>group</u> .
Your group is in formation	Senior person calls the formation to attention and salutes for the group.

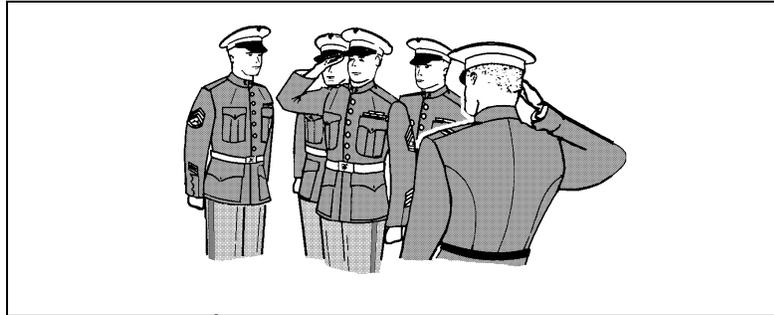


Figure 6

- (8) Salute when passing an officer who is going in the same direction as you.
- (a) Come abreast of the officer, salute and say, “By your leave, sir (ma’am).”
 - (b) Officer return the salute, and say, “Carry on” or “Granted.”
 - (c) Terminate your salute and pass ahead.
- (9) Salute officers, regular and reserve, of the Navy, Army, Air Force, Marine Corps, Coast Guard, and foreign military and naval officers whose governments are formally recognized by the U.S. Government.
- (10) Do not salute when
- (a) At work indoors (except when under arms)
 - (b) Guarding prisoners
 - (c) Under battle conditions
 - (d) A prisoner
 - (e) In ranks, at games, or part of a working detail
 - (f) At crowded gatherings, in public conveyances, or in congested areas, unless you are addressing or are being directly addressed by a senior
 - (g) Doing so would physically interfere with your performance of an assigned duty or would create a hazard
- (11) Do not salute with
- (a) Your blouse or coat unbuttoned
 - (b) A smoking device in your hand
 - (c) Anything in your right hand

2. Identify all Marine Corps grades, ranks, and insignia.

a. Identify officer rank and pay grade in order of seniority.

Rank	Pay Grade
General (Gen)	O-10
Lieutenant General (LtGen)	O-9
Major General (MGen)	O-8
Brigadier General (BGen)	O-7
Colonel (Col)	O-6
Lieutenant Colonel (LtCol)	O-5
Major (Maj)	O-4
Captain (Capt)	O-3
First Lieutenant (1 st Lt)	O-2
Second Lieutenant (2 nd Lt)	O-1
Chief Warrant Officer (CWO-5)	W-5
Chief Warrant Officer (CWO-4)	W-4
Chief Warrant Officer (CWO-3)	W-3
Chief Warrant Officer (CWO-2)	W-2
Warrant Officer (WO-1)	W-1

b. Identify enlisted rank and pay grade in order of seniority.

Rank	Pay Grade
Sergeant Major of the Marine Corps	E-9
Sergeant Major (SgtMaj)	E-9
Master Gunnery Sergeant (MGySgt)	E-9
First Sergeant (1stSgt)	E-8
Master Sergeant (MSgt)	E-8
Gunnery Sergeant (GySgt)	E-7
Staff Sergeant (SSgt)	E-6
Sergeant (Sgt)	E-5
Corporal (Cpl)	E-4
Lance Corporal (LCpl)	E-3
Private First Class (PFC)	E-2
Private (Pvt)	E-1

c. Identify Marine Corps rank insignia.

(1) Officer rank insignia (figure 7).

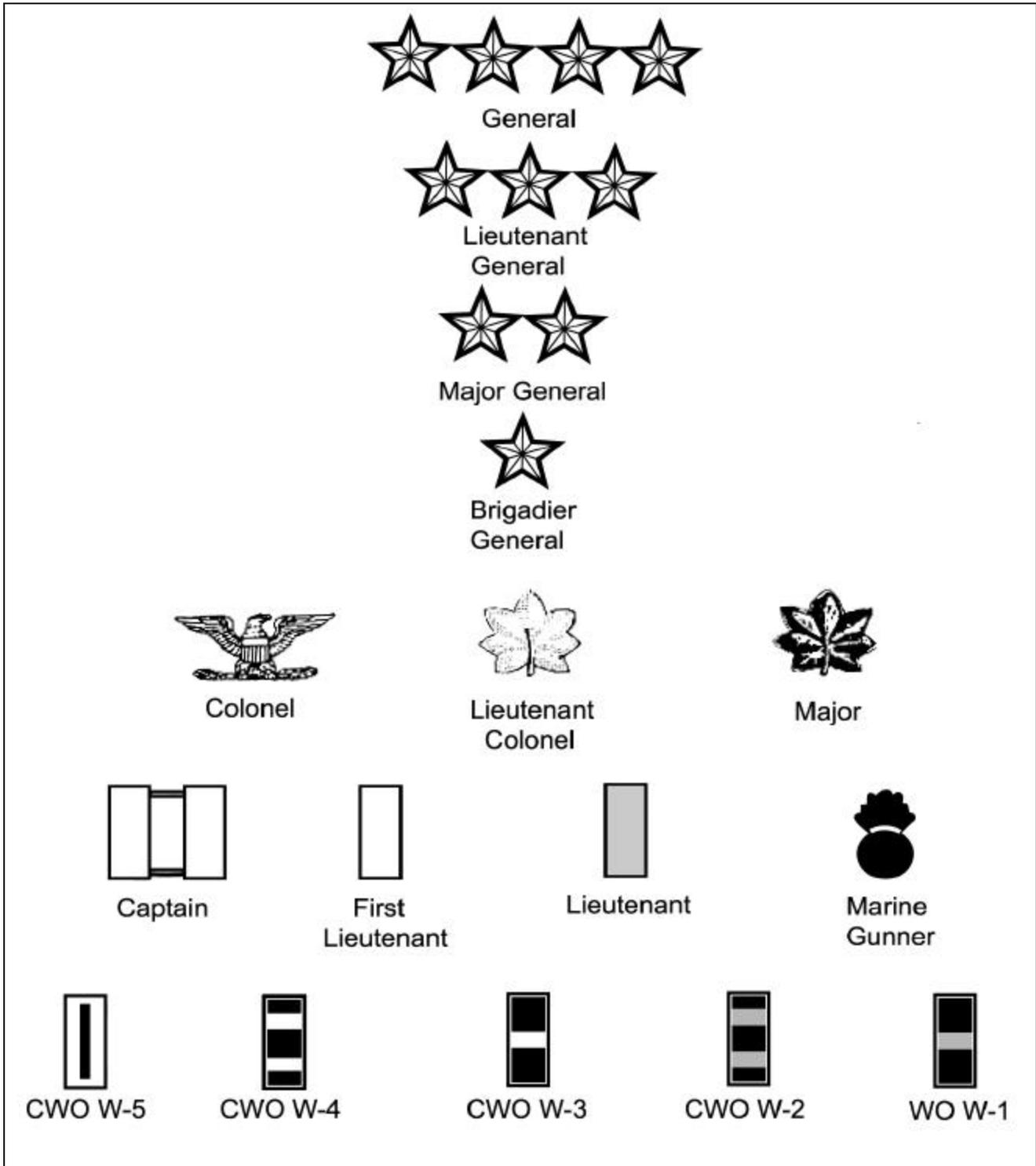


Figure 7

(2) Enlisted rank insignia (figure 8).

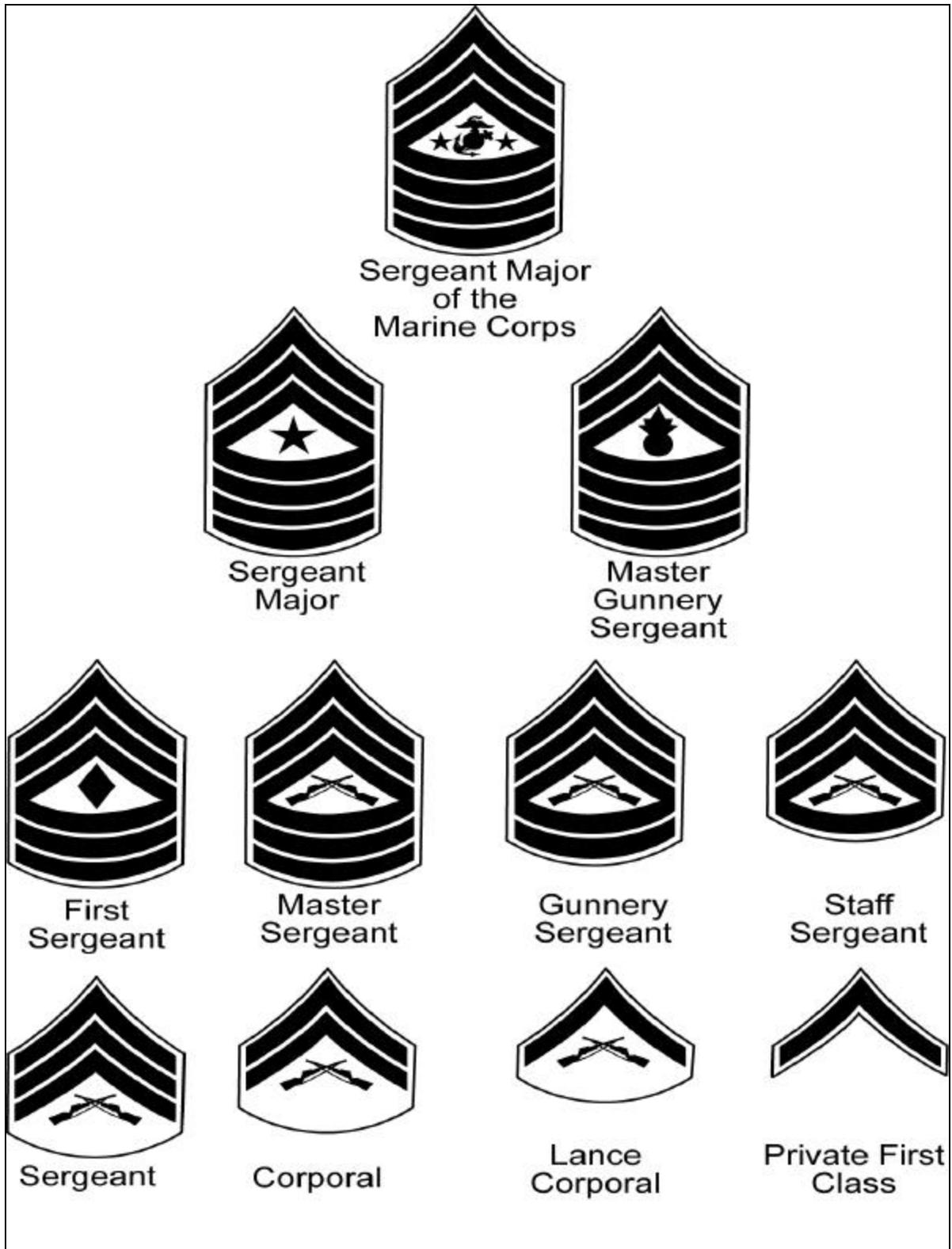


Figure 8

3. *Demonstrate procedures for rendering honors to the colors.*

- Render honors during “Colors” and to the National Anthem (table 1).

If	Then
You are neither in formation nor in a vehicle	Render the prescribed salute and hold the salute until the last note of music is sounded.
No flag is near	Face the music and salute.
You are in formation	Salute only on the command, “present arms.”
You are outdoors and uncovered	Stand at attention face the direction of the flag or music.
You are indoors	Stand at attention face the music and/or flag.
You are in a vehicle	Driver halt vehicle, passengers and driver remain seated at attention and do not salute.
You are passing or being passed by an uncased color which is being paraded, presented, or is on formal display	Salute at six paces distance and hold the salute for six paces beyond or until it has passed your position by six paces.
You are uncovered	Stand or march at attention when passing or being passed by an uncased color.

NOTE: When the flag is raised at morning colors or is lowered at evening colors, stand at attention at the first note of the National Anthem or “To the Colors” (standard), and render the prescribed salute. If you are engaged in some duty, which would become a safety hazard or risk to property, do not salute. Usually face the flag while saluting, but if your duty requires it, face in another direction. When the music sounds “Carry On,” resume regular duties.

4. *Demonstrate procedures for rendering honors to dignitaries.*

- a. There are certain appointed or elected civilian members of both our National and State governments who are entitled to a salute. Among the dignitaries of the United States you customarily salute are the following:

- (1) President of the United States
- (2) Vice President of the United States
- (3) State Governors
- (4) Secretary of Defense
- (5) Deputy Secretary of Defense
- (6) Senators and Congressmen
- (7) Secretaries of the Army, Navy, and Air Force
- (8) Assistant Secretaries of the Army, Navy, and Air Force

- b. Among the members of friendly foreign governments whom you salute are

- (1) Heads of State
- (2) Ambassadors
- (3) Ministers of Defense or other civilian leaders of defense establishments and their assistants at or above the level of the Assistant Secretary of the Army, Navy, and Air Force.

5. *Demonstrate procedures for rendering honors to the Marine Corps Hymn.*

- Stand at attention, whether in uniform or in civilian attire.

NOTE: This tradition also applies to former Marines.

6. *Demonstrate procedures for boarding or leaving a ship.*

- Render honors while boarding and departing ships.

(1) Boarding a naval ship between 0800 to sunset (figure 9).

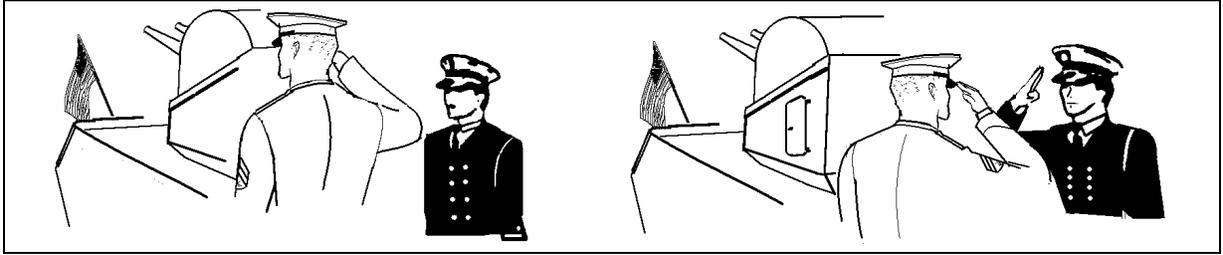


Figure 9

NOTE: Board a small boat or ship by inverse order of rank; the junior goes first, and the others follow according to rank.

- (a) Face aft upon reaching the top of the gangway (brow).
 - (b) Salute the National Ensign.
 - (c) Salute the officer of the deck (OD), who will be standing on the quarterdeck at the head of the gangway.
 - (d) Request "Permission to come aboard."
- (2) Departing a naval ship between 0800 and sunset.
- (a) Salute the OD and request "Permission to go ashore."
 - (b) Go to the brow, turn aft, and salute the National Ensign.
- (3) Board and depart a naval ship between sunset and 0800.
- Follow the above procedures but do not turn aft and do not salute the National Ensign.

7. *Demonstrate courtesies for entering or leaving a vehicle or small vessel.*

- When boarding a vehicle or small vessel, juniors enter first and take up the seats or the space beginning forward, leaving the most desirable seat for the senior. Seniors enter last and leave first.

REFERENCE(S):

MCO P1020.34, *Marine Corps Uniform Regulations*
MCRP 6-11B, *Discussion Guide for Marine Corps Values*
NAVMC 2691, *Drill and Ceremonies Manual*

TASK: **MCCS.02.06 (CORE) DESCRIBE THE COLORS, STANDARDS, AND GUIDONS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must name the three authorized national ensigns and the size (on the hoist and on the fly) of each that is displayed at all Marine Corps posts and camps. The Marine must also state the conditions under which each is displayed and when the ensign is hoisted and lowered.

PERFORMANCE STEPS:

1. *Explain colors.*

- A flag or banner, as of a country or military unit. A distinguishing symbol, badge, ribbon, or mark. Each arm or branch of the service has its own colors. The Marine Corps colors/standards are scarlet with gold fringe trim. The Marine emblem is centered on the fly with a white scroll below. Marine colors are carried beside the National Colors.

2. *Explain standards.*

- A flag, banner, or ensign, specifically the ensign of chief of state, nation, or city. Standards are Marine Colors that are mounted, such as flags mounted in the Commanding Officer's office.

3. *Explain guidons.*

- Guidons are small rectangular flags, made in Marine Corps colors. An organization guidon is a company, battery, squadron, or designated detachment marker bearing the Marine Corps emblem and the abbreviated designation of the unit to which authorized.

GENERAL INFORMATION:

1. *The term "National Ensign" refers to the national flag displayed on board ships of the Navy and at Navy and Marine Corps commands ashore.*

2. *The statements below describe the size of the post flag and the conditions under which it is displayed.*

- a. The post flag is 10 feet on the hoist by 19 feet on the fly.
- b. The post flag is displayed in pleasant weather except as stated in performance step 3 below.
- c. The post flag is not authorized for the Marine Corps Reserve.

3. *The statements below describe the size of the storm flag and the conditions under which it is displayed.*

- a. The storm flag is 5 feet on the hoist and 9 1/2 feet on the fly.
- b. The storm flag is displayed in inclement weather.

4. *The statements below describe the size of the garrison flag and the conditions under which it is displayed.*

- a. The garrison flag is 20 feet on the hoist and 38 feet on the fly.
- b. The garrison flag is not authorized for the Marine Corps Reserve.
- c. The garrison flag will not be displayed from a mast less than 65 feet in height.

- d. The garrison flag is displayed on Sundays and holidays and other appropriate national occasions as listed below except during inclement weather.

Holiday	Date Garrison Flag is Displayed
New Year's Day	1 January
Inauguration Day	20 January every fourth year
Martin Luther King Jr's Birthday	Third Monday in January
Lincoln's Birthday	12 February
Washington's Birthday	22 February
Easter Sunday	Variable
Thomas Jefferson's Birthday	13 April
Loyalty Day and Law Day, USA	1 May
Mother's Day	Second Sunday in May
Armed Forces Day	Third Saturday in May
National Maritime Day	22 May
Memorial Day	Last Monday in May
Flag Day	14 June
Father's Day	Third Sunday in June
Independence Day	4 July
National Aviation Day	19 August
Labor Day	First Monday in September
Constitution Day and Citizenship Day	17 September
Gold Star Mother's Day	Last Sunday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December
Important occasions as designated by Presidential proclamation	
Celebration of a regional nature when directed by the installation commander	

5. *The national ensign is hoisted at 0800 and lowered at sunset each day.*

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*
 NAVMC 2691, *Drill and Ceremonies Manual*

TASK: **MCCS.02.07 (CORE) EXPLAIN THE CUSTOMS OF THE MARINE CORPS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain certain customs of the Marine Corps. He must discuss the Marine Corps birthday celebration. He must describe the proper way to report to a senior officer while indoors, outdoors, and when reporting to a new command.

GENERAL INFORMATION:

Since 1921, Marines have officially and socially celebrated their (collective) birthday on 10 November. When that day falls on Sunday, the ceremony takes place on 9 November.

PERFORMANCE STEPS:

1. *State the customs associated with the celebration of the Marine Corps birthday.*
 - a. On their special day, Marines may watch or attend activities such as troop formations and parades. They listen to the reading of General Lejeune's birthday message and the Commandant's message.
 - b. The Marine Corps birthday consists of a cake-cutting ceremony. The first piece of cake honors the oldest Marine present at the cake-cutting ceremony. The second piece of cake is given to the youngest Marine by the oldest Marine. This symbolic passing of the cake represents the passing of knowledge from the elder experienced Marine to the less experienced younger Marine.
 2. *Report to an officer.*
 - a. Report to an officer under arms.
 - (1) Approach the officer at attention.
 - (2) Halt about two paces from the officer.
 - (3) Render the appropriate salute, and say, "Sir (Ma'am), (your name and grade) reporting as ordered."
 - (4) Hold the salute until it is acknowledged.
 - (5) Salute after business is completed and wait for the return of your salute or an acknowledgement.
 - (6) Take one step backward, execute an about face, and depart at attention.
 - b. Report to an officer indoors and unarmed.
- NOTE:** When indoors, you will be uncovered. Follow the procedures above and do not render a salute.
3. *Report to a new command.*
 - Report to a new command in the service "A" uniform. Ensure that you have your original orders, medical and dental records, OQR or SRB, and all receipts pertaining to lodging and transportation.

REFERENCE(S):

Marine Corps Manual
MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.02.08 (CORE) IDENTIFY THE LOCATION OF THE MARINE DIVISIONS, AIR WINGS, AND FORCE SERVICE SUPPORT GROUPS (FSSGs)**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must locate the four Marine Corps divisions, aircraft wings, and FSSGs.

PERFORMANCE STEPS:

NOTE: Several Marine Corps bases, camps, barracks, and air stations exist primarily to support other Marine Corps activities. Unlike the barracks for Marine Corps security forces, these active duty stations come under "the military command of the Commandant of the Marine Corps."

1. *State the location of the four Marine divisions.*
 - a. 1st Marine Division is located in Camp Pendleton, California.
 - b. 2nd Marine Division is located in Camp Lejeune, North Carolina.
 - c. 3rd Marine Division is located in Okinawa, Japan.
 - d. 4th Marine Division Hq is located in New Orleans, Louisiana.
2. *State the location of the four Marine air wings.*
 - a. 1st Aircraft Wing is located in Okinawa and Iwakuni, Japan.
 - b. 2nd Aircraft Wing is located in Cherry Point, North Carolina.
 - c. 3rd Aircraft Wing Hq is located in Miramar, California.
 - d. 4th Aircraft Wing Hq is located in New Orleans, Louisiana.
3. *State the location of the four Marine FSSGs.*
 - a. 1st Force Service Support Group is located in Camp Pendleton, California.
 - b. 2nd Force Service Support Group is located in Cherry Point, North Carolina.
 - c. 3rd Force Service Support Group is located in Okinawa, Japan.
 - d. 4th Force Service Support Group is located in Marietta, Georgia.

REFERENCE(S):

MCRP 5-12D, *Organization of Marine Corps Forces*

TASK: **MCCS.02.09 (CORE) DESCRIBE MARINE AIR-GROUND TASK FORCE (MAGTF) ORGANIZATIONS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe the three types of MAGTFs and the four organizational elements of each. The description must include the elements of a Marine Expeditionary Force (MEF), a Marine Expeditionary Unit (MEU), and a Special Purpose MAGTF (SPMAGTF).

Administrative Notes: Currently there are no existing Marine Expeditionary Brigades (MEBs). Only the MEU and MEF have an existing structure. The term MEB is used primarily as a tool to measure the Navy's sealift capacity.

MAGTFs are organized through the Fleet Marine Force (FMF). Its elements are drawn from Marine divisions (MarDivs), Marine aircraft wings (MAWs), force service support groups (FSSGs), and MEF command elements that include surveillance, reconnaissance, and intelligence groups (SRIGs). MAGTFs can also be formed from the assets of the Marine Corps Reserve. MAGTFs can operate across the full spectrum of conflict to include the landing force of an amphibious task force; as part of a joint, multi-service or combined task force; and as a single-service command.

PERFORMANCE STEPS:

1. *Describe the MAGTF organizational structure.*

a. Fleet Marine Forces primarily organize for combat as Marine Air-Ground Task Forces (MAGTFs). This organization for combat is within the scope of our specific legislated structure, combatant functions, roles, and missions. The composition of a MAGTF may vary considerably, but a MAGTF organizational structure, by definition, will always include these four elements:

- (1) Command Element (CE)
- (2) Ground Combat Element (GCE)
- (3) Aviation Combat Element (ACE)
- (4) Combat Service Support Element (CSSE)

b. MAGTFs are readily available, self-sustaining, combined arms warfighting organizations composed of Marine forces from a division; aircraft wing; service support group; and the surveillance, reconnaissance, and intelligence group (SRIGs) under a single commander.

c. There are three types of MAGTFs.

- (1) Marine Expeditionary Unit (MEU)
- (2) Marine Expeditionary Brigade (MEB)
- (3) Marine Expeditionary Force (MEF)

2. Describe a Special Purpose MAGTF as illustrated in figure 1.

a. Although not a basic MAGTF, a fourth type of MAGTF organization shall be designated as a Special Purpose MAGTF (SPMAGTF). It is normally used for a special purpose (e.g., disaster relief, humanitarian assistance, noncombatant evacuation operation, or security operations) or in unique instances (e.g., Exxon Valdez oil spill containment) where employment of one of the three basic MAGTFs would be inappropriate.

b. Elements of a SPMAGTF

- (1) The CE is structured to conduct command and control of operational functions and is tailored to the mission and task organization of the SPMAGTF.
- (2) The GCE is composed of at least a platoon-sized element.
- (3) The ACE is a task-organized detachment of aircraft.
- (4) The CSSE is task-organized to meet the specific service support requirements of the SPMAGTF and is centered on the unit designated to provide most of the service support.

3. Describe a Marine Expeditionary Unit (MEU) and its four elements as illustrated in figure 2.

NOTE: The MEU is forward deployed as the immediately responsive, on-scene, sea-based Marine component of the fleet commander's amphibious and power projection forces.

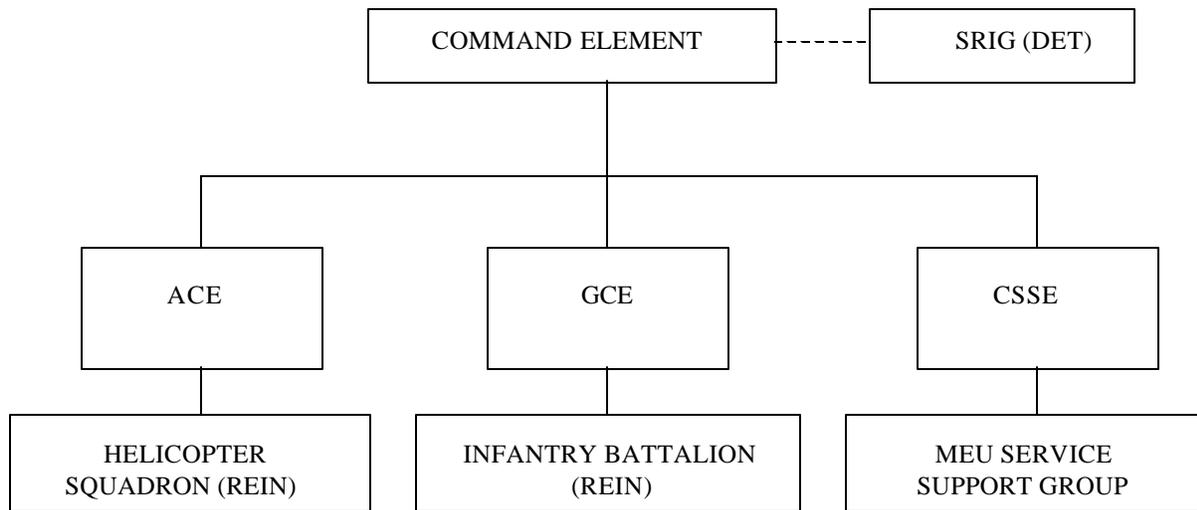


Figure 1

- The MEU is a MAGTF built around a reinforced infantry battalion, a reinforced helicopter squadron, and a MEU Service Support Group (MSSG) (fig 2). It is commanded by a colonel and is routinely deployed with an amphibious ready group (ARG) to form a forward deployed, sea-based, naval expeditionary force.

- (1) The CE exercises command and control, is commanded by a colonel, and includes detachment from the SRIG.
- (2) The GCE is a reinforced infantry battalion.
- (3) The ACE is a Marine reinforced medium helicopter squadron.
- (4) The CSSE is a MEU service support group (MSSG).

4. Describe a Marine Expeditionary Brigade (MEB) and its four elements as illustrated in figure 4.

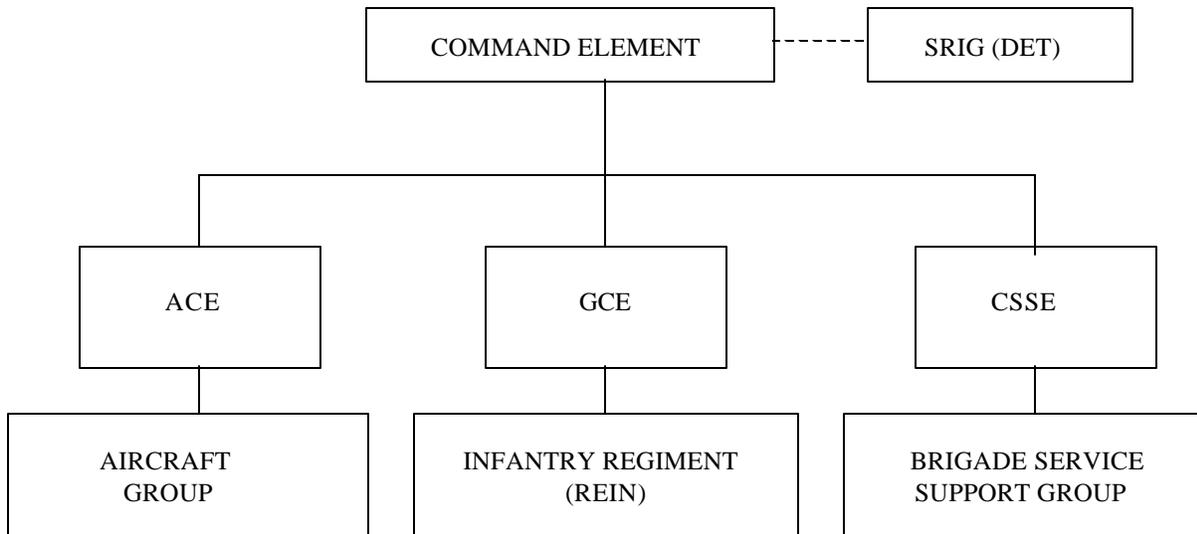


Figure 2

- The MEB is a MAGTF built around a reinforced infantry regiment, an aircraft group, and a Brigade Service Support Group (BSSG) (fig 3). A brigadier general normally commands the MEB. As an expeditionary force, it is capable of rapid deployment and employment via amphibious shipping, strategic airlift, marrying with Maritime Prepositioned Force (MPF) assets, or any combination thereof.

- (1) The CE exercises command and control, is commanded by a general, and contains a SRIG detachment.
- (2) The GCE is a reinforced infantry regiment.
- (3) The ACE is an aircraft group.
- (4) The CSSE is a Brigade Service Support Group (BSSG).

5. Describe a Marine Expeditionary Force (MEF) and its four elements.

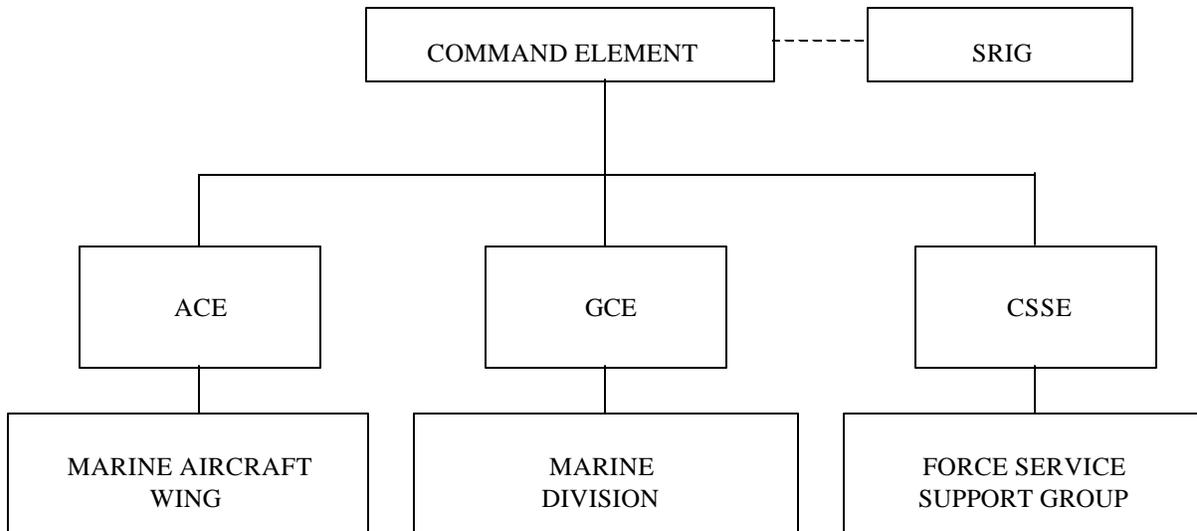


Figure 3

- The MEF is the largest and most powerful of the MAGTFs and is the principal warfighting MAGTF in the active force structure.
 - (1) The CE exercises command and control of the entire MAGTF is commanded by a lieutenant general and includes a SRIG.
 - (2) The GCE is a Marine division reinforced.
 - (3) The ACE is a Marine aircraft wing.
 - (4) The CSSE is the force service support group (FSSG).

REFERENCE(S):

MCO 3120.8, *Policy for the Organization of Fleet Marine Forces for Combat*

TASK: **MCCS.03.01 (CORE) EXPLAIN THE PURPOSE OF CLOSE ORDER DRILL**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the five purposes of close order drill.

PERFORMANCE STEPS:

1. *State the first element of the purpose for close order drill.*
 - Provide simple formations from which various combat formations could readily be assumed.
2. *State the second element of the purpose for close order drill.*
 - Move units from one place to another in a standard and orderly manner while maintaining the best possible appearance.
3. *State the third element of the purpose for close order drill.*
 - Provide the troops an opportunity to handle individual weapons.
4. *State the fourth element of the purpose for close order drill.*
 - Instill discipline through precision and automatic response to orders.
5. *State the fifth element of the purpose for close order drill.*
 - Increase a leader's confidence through the exercise of command by giving proper commands and drilling troops.

REFERENCE(S):

NAVMC 2691, *Drill and Ceremonies Manual*

TASK: **MCCS.03.02 (CORE) PERFORM INDIVIDUAL DRILL MOVEMENTS WITH OR WITHOUT ARMS**

CONDITION: **GIVEN THE REQUIREMENT, A M16A2 SERVICE RIFLE, SLING (AS REQUIRED), AND 782-GEAR.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is provided a service rifle, sling, and 782-gear.

Standard: The Marine must properly execute individual drill movements when given specific commands by the unit leader.

GENERAL INFORMATION:

There are two types of commands you will receive during close order drill; the preparatory command and the command of execution. When the preparatory command is given, this alerts the individual/unit for the next command. On the command of execution, the individual/unit will execute the specific command given during the preparatory command. For example, "**SQUAD** (preparatory command), **ATTENTION**" (command of execution). For the ease of instruction, all commands will be shown in bold and capital letters. In addition, the command of execution will be underlined ("**SQUAD, ATTENTION**").

PERFORMANCE STEPS:

1. *Perform individual drill movements without arms.*

NOTE: All three-drill movements are one-count moves.

a. Execute the position of attention.

- (1) On the command of execution "**ATTENTION**," bring your left heel against the right with smartness and snap.
- (2) Turn your feet out equally to form a 45-degree angle. Keep your heels on the same line and touching.
- (3) Keep your legs straight, but not stiff at the knees.
- (4) Keep your hips and shoulders level and your chest lifted.
- (5) Let your arms hang naturally, thumbs along the trouser seams, palms facing inward toward your legs, and fingers joined in their natural curl.
- (6) Keep your head and body erect. Look straight ahead. Keep your mouth closed and your chin pulled in slightly.
- (7) Stand still, and do not talk.

b. Execute the four positions of rest.

- (1) Execute parade rest.
 - (a) Assume you are halted at the position of attention and you receive the command "**PARADE, REST**."
 - (b) On the preparatory command of "**PARADE**," shift your body weight to your right leg without noticeable movement.
 - (c) On the command of execution "**REST**," smartly move your left foot approximately 12 inches from the inside of your right foot.
 - (d) Keep your legs straight without stiffness, resting your body weight equally on both legs.

- (e) Simultaneously, clasp your hands behind your back while moving your left foot.
- (f) Place your left hand at the small of your back, just below your belt, and place your right hand inside the left.
- (g) Extend and join all your fingers, and turn your palms to the rear. Align your elbows with your body.
- (h) Do not move and do not talk.
- (i) Hold your head and eyes in the same position as you would at attention.

NOTE: The only command you may receive while at parade rest is "ATTENTION."

Command	Execution
<u>ATTENTION</u>	<ul style="list-style-type: none"> • Smartly bring your left heel against your right heel. • Simultaneously, drop your arms to your side and assume the position of attention.

(2) Execute at ease.

NOTE: The commands "AT EASE," "REST," and "FALL OUT" are combined commands. They do not have preparatory commands. The individual/unit will execute once the command is given.

- (a) Assume you halted at the position of attention and you receive the command, "AT EASE."
- (b) On "AT EASE," keep your right foot in place. You may move, but you cannot move your right foot.
- (c) Maintain silence.

NOTE: The only command you may receive while at ease is "ATTENTION."

Command	Execution
<u>SQUAD</u>	Assume the position of parade rest.
<u>ATTENTION</u>	<ul style="list-style-type: none"> • Smartly bring your left heel against your right heel. • Simultaneously, drop your arms to your sides and assume the position of attention.

(3) Execute rest.

- (a) Assume you are halted at the position of attention and you receive the command, "REST."
- (b) On "REST," keep your right foot in place. You may move, but you cannot move your right foot.
- (c) Talk in a low, conversational tone.

(4) Execute fall out.

- (a) Assume you are halted at the position of attention and you receive the command, "FALL OUT."
- (b) On "FALL OUT," leave your position in ranks.
- (c) Go to a predesignated area or remain in the immediate vicinity.

NOTE: The only command you may receive from "FALL OUT" is "FALL IN."
Resume your position in ranks at the position of attention when you hear the command "FALL IN."

c. Execute eyes right/left.

(1) Execute eyes right at the halt.

- (a) Assume you are halted at the position of attention and you receive the command " **EYES , RIGHT.**"
- (b) On the command of execution " **RIGHT,**" all members of the formation smartly turn their heads to the right at 45 degrees.
- (c) Keep your shoulders square to the front.

NOTE: There is no command to terminate this movement.

- (d) When the reviewing officer comes into your line of vision, follow his movement with your head and eyes until they are straight to the front. At this time, the movement is terminated.
- (e) Remain at the position of attention.

(2) Execute eyes right on the march.

NOTE: While marching at quick time, the unit leader gives the command when he is six paces from the reviewing officer. The command of execution is given as your right foot strikes the deck since this involves a movement to the right.

- (a) On the command of execution " **RIGHT,**" take a 30-inch step to the front with your left foot.
- (b) Simultaneously, except for the base squad, smartly turn your head and eyes 45 degrees to the right.
- (c) Continue to march until given the next command.

NOTE: The command to terminate this movement is " **READY, FRONT.**" The command of execution is given when the last rank is six paces beyond the reviewing officer as your left foot strikes the deck since this involves a movement to the left.

(3) Execute ready front on the march.

- (a) On the command of execution, " **FRONT,**" take a 30-inch step to the front with your right foot.
- (b) Simultaneously, all Marines who have executed eyes right turn your head and eyes to the front.
- (c) Continue to march until given another command.

(4) Execute eyes left on the march.

NOTE: The movement of eyes left may only be executed while marching and is normally done during street parade, when the reviewing stand is on the left. While marching at quick time, the unit leader gives the command when he is six paces from the reviewing officer. The command of execution is given as your left foot strikes the deck since this involves a movement to the left.

- (a) On the command of execution " **LEFT,**" take a 30-inch step to the front with your right foot.
- (b) Simultaneously, except for the base squad, smartly turn your head and eyes 45 degrees to the left.
- (c) Keep your shoulders square to the front.

(d) Members of the base squad, keep your head and eyes to the front.

(e) Continue to march until given the next command.

NOTE: The command to terminate this movement is "**READY, FRONT.**"

d. Execute facing movements.

NOTE: These movements are two-count movements.

(1) Execute right face.

(a) Assume you are halted at the position of attention and you receive the command "**RIGHT, FACE.**"

(b) On the command of execution "**FACE,**" slightly lift the toe of your right foot and the heel of your left foot.

(c) Face 90 degrees to your right by pivoting on your right heel, assisted by slight pressure from your left toe.

(d) Hold your left leg straight without stiffness with your thumbs along the seams of your trousers.

(e) For the count of two, smartly bring your left heel against your right heel, assuming the position of attention.

(f) Remain in this position until given another command.

(2) Execute left face.

(a) Assume you are halted at the position of attention and you receive the command "**LEFT, FACE.**"

(b) On "**FACE,**" slightly lift the toe of your left foot and the heel of your right foot.

(c) Face 90 degrees to the left by pivoting on your left heel, assisted by a slight pressure from your right toe.

(d) Hold your right leg straight without stiffness with your thumbs along the seams of your trousers.

(e) For the count of two, smartly bring your right heel against your left heel, assuming the position of attention.

(f) Remain in this position until given another command.

(3) Execute about face.

(a) Assume you are halted at the position of attention and you receive the command "**ABOUT, FACE.**"

(b) On the preparatory command "**ABOUT,**" shift your body weight to your left leg without noticeable movement.

(c) On the command of execution "**FACE,**" place the ball of your right foot in position, touching the deck at one-half of your foot's length to the rear and slightly to the left of your heel.

(d) Keep your right leg straight with stiffness. Rest your body weight on both legs.

(e) Keep your thumbs along the seams of your trousers.

(f) For the count of two, face to the rear by turning about 180 degrees to your right.

(g) Pivot on your left heel and the ball of your right foot, assuming the position of attention.

NOTE: If properly executed, your heels will be on line and touching when the movement is completed.

(h) Remain in this position until given another command.

e. Execute hand salute.

(1) Execute on the command "**HAND, SALUTE."**

- (a) Assume you are halted at attention and you receive the command "**HAND, SALUTE."**
- (b) On the command of execution "**SALUTE**", smartly and in the most direct manner, raise your right hand until the tip of your right forefinger touches the lower portion of your headdress but is above and slightly to the right of your right eye.
- (c) Extend and join the fingers with your thumb along the hand and your palm down.
 - Make sure that you are able to see your entire palm when looking straight ahead.
- (d) Keep your wrist and forearm straight.
- (e) Incline your forearm at a 45-degree angle.
- (f) Keep your upper arm parallel to the deck and your elbow in line with your body.

NOTE: The command to terminate the salute is "**READY, TWO."**

(2) Execute on the command "**READY, TWO."**

- (a) On the command of execution "**TWO**," smartly and in the most direct manner, return your right hand to your right side.
- (b) Assume the position of attention.
- (c) Remain in this position until another command is given.

(3) Execute on the command "**PRESENT, ARMS."**

- (a) Execute a hand salute on the command of "**PRESENT, ARMS**" when unarmed or when you are armed with a weapon which has no specific manner of presenting arms or when you are armed with a weapon at sling arms.
- (b) Terminate the salute on the command "**ORDER, ARMS."**

f. Execute quick time movements.

(1) Execute from the halt.

- (a) Assume you are halted at the position of attention and you receive the command "**FORWARD, MARCH."**
- (b) On the preparatory command "**FORWARD**," shift your body weight to your right leg without noticeable movement.
- (c) On the command of execution "**MARCH**," smartly take a 30-inch (from the rear of your left heel to the rear of your right heel) step to the front with your left foot.
- (d) Simultaneously, swing your arms in their natural arc, 6 inches to the front and 3 inches to the rear of your legs.
- (e) Continue to march without stiffness or exaggeration of movement taking 120 30-inch steps per minute, swinging your arms as indicated above until given another command.

(2) Execute while marking time.

- (a) Assume you are marking time and you receive the command "**FORWARD, MARCH."**

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH**," take one more 2-inch vertical step in place with your right foot.
- (c) Take a 30-inch (from the rear of your left heel to the rear of your right heel) step to the front with your left foot.
- (d) Continue to march taking 120 30-inch steps per minute, swinging your arms 6 inches to the front and 3 inches to the rear of your legs until given another command.

(3) Execute while marching forward at double time.

- (a) Assume you are marching forward at the double time and you receive the command "**QUICK TIME, MARCH**."

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH**," take a 36-inch step to the front with your right foot.
- (c) Take a 30-inch step to the front with the rear of your left heel to the rear of your right heel.
- (d) Simultaneously, decrease the cadence to 120 steps per minute and lower your arms to the quick-time position.
- (e) Continue to march, taking 120 30-inch steps per minute, swinging your arms 6 inches to the front and 3 inches to the rear of your legs until given another command.

(4) Execute while marching at half step.

- (a) Assume you are marching at half step and you receive the command "**FORWARD, MARCH**."

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH**," take one more 15-inch step to the front with your right foot.
- (c) Take a 30-inch step to the front with your left foot.
- (d) Continue to march, taking 120 30-inch steps per minute, swinging your arms 6 inches to the front and 3 inches to the rear of your legs until given another command.

g. Execute halt movements.

(1) Halt while marching forward at the quick time.

- (a) Assume you are marching forward at the quick time and you receive the command, "**SQUAD, HALT**."

NOTE: At quick time, the command of execution can be given on either foot.

- (b) On the command of execution "**HALT**," take an extra step and smartly bring your left heel against your right heel.
- (c) Assume the position of attention.
- (d) Remain in this position until given another command.

(2) Execute halt while marching at double time cadence.

- (a) Assume you are marching forward at the double time and you receive the command, "**SQUAD, HALT**."

NOTE: At double time, the command of execution may be given on either foot.

- (b) For the first count after the command of execution "**HALT**" and for your next step, take one more 36-inch step to the front.
- (c) For the second count after the command of execution "**HALT**," take a 30-inch step to the front. Decrease the cadence by lowering your arms to the quick time position.
- (d) For the third count after the command "**HALT**," smartly bring your right heel against your left heel.
- (e) Assume the position of attention.
- (f) Remain in this position until given another command.

(3) Halt while marking time.

- (a) Assume you are marking time and you receive the command, "**SQUAD, HALT**."

NOTE: The command may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) For the first count of the command, take one more 2-inch vertical step in place with your right foot.
- (c) For the second count after the command of execution "**HALT**," take a 2-inch vertical step in place with your left foot.
- (d) Smartly bring your left heel against your right heel, assuming the position of attention.
- (e) Remain in this position until given another command.

(4) Halt while double-timing in place.

- (a) Assume you are double-timing in place and you receive the command, "**SQUAD, HALT**."

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) For the first count after the command "**HALT**," take a 6-inch vertical step in place with your right foot.
- (c) For the second count after the command "**HALT**," take a 2-inch vertical step in place with your left foot, decreasing the cadence and lowering your arms to the quick time position.
- (d) For the third count after the command "**HALT**," take a 2-inch vertical step in place with your right foot, bringing your right heel smartly against your left heel and assuming the position of attention.
- (e) Remain in this position until given another command.

(5) Halt while marching at half step.

- (a) Assume you are marching forward at the half step and you receive the command "**SQUAD, HALT**."

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) For the first count after the command "**HALT**," take a 15-inch step to the front with your right foot.
- (c) For the second count after the command "**HALT**," smartly bring your left heel against your right heel.
- (d) Assume the position of attention.

(e) Remain in this position until given another command.

h. Execute double-time movements.

(1) Execute from the halt.

- (a) Assume you are halted at the position of attention and you receive the command, "**DOUBLE TIME, MARCH**."
- (b) On the preparatory command "**DOUBLE TIME**," shift your body weight to your right leg.
- (c) On the command of execution "**MARCH**," take a 36-inch step to the front with your left foot and begin an easy run.
- (d) Simultaneously, raise your forearms to the horizontal position along your waistline.
- (e) Continue to run taking 180 36-inch steps per minute, swinging your arms in a natural running motion until given another command.

(2) Execute while marking time.

- (a) Assume you are marking time and you receive the command "**DOUBLE TIME, MARCH**."

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH**," take a 2-inch vertical step in place with your right foot.
- (c) On your next step, take a 36-inch step to the front with your left foot and maintain an easy running cadence.
- (d) Simultaneously, increase the cadence to 180 steps per minute and raise your forearms to the horizontal position along your waistline.
- (e) Continue to run taking 180 36-inch steps per minute, swinging your arms in a natural running motion until given another command.

(3) Execute while double timing in place.

- (a) Assume you are double timing in place and you receive the command "**DOUBLE TIME, MARCH**."

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as the left foot strikes the deck.

- (b) On the command of execution "**MARCH**," take a 6-inch vertical step in place with your left foot.
- (c) On your next step, take a 36-inch step to the front with your left foot and maintain an easy running cadence.
- (d) Continue to run, taking 180 36-inch steps per minute, swinging your arms in a natural running motion until given another command.

(4) Execute while marching forward at quick time.

- (a) Assume you are marching forward at quick time and you receive the command "**DOUBLE TIME, MARCH**."

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH**," take a 30-inch step to the front with your right foot.
- (c) On your next step, take a 36-inch step to the front with your left foot and maintain an easy running cadence.

- (d) Simultaneously, increase the cadence to 180 36-inch steps per minute and raise your forearms to a horizontal position along your waistline.
- (e) Continue to run taking 180 36-inch steps per minute, swinging your arms in a natural running motion until given another command.

(5) Execute in place double-time from the halt.

- (a) Assume you are halted at the position of attention and you receive the command "**IN PLACE DOUBLE TIME, MARCH**."
- (b) On the preparatory command "**IN PLACE DOUBLE TIME**", shift your body weight to your right leg.
- (c) On the command of execution "**MARCH**" take a 6-inch vertical step in place with your left foot and start running in place.
- (d) Simultaneously, raise your arms to the double-time position.
- (e) Continue running in place, taking 180 6-inch vertical alternating steps per minute, swinging your arms in a running motion until given another command.

i. Execute mark time movements.

(1) Execute from the halt.

- (a) Assume you are halted at the position of attention and you receive the command "**MARK TIME, MARCH**"
- (b) On the preparatory command "**MARK TIME**," shift your body weight to the right leg without noticeable movement.
- (c) On the command of execution "**MARCH**" take a 2-inch vertical step in place with your left foot. The ball of your foot should rise approximately 2-inches off the deck while the heel is approximately 4 inches off the deck.
- (d) Simultaneously, begin swinging your arms 6 inches to the front and 3 inches to the rear of your legs.
- (e) Continue marching in place taking 120 2-inch vertical alternating steps per minute until given another command.

(2) Execute while double timing in place.

- (a) Assume you are double timing in place and you receive the command "**MARK TIME, MARCH**."

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH**" take a 6-inch vertical step in place with your left foot.
- (c) Simultaneously, reduce the cadence to 120 steps per minute and lower your arms to the quick time position.
- (d) Continue marching in place taking 120 2-inch vertical alternating steps per minute until given another command.

(3) Execute while marching at the half step.

- (a) Assume you are marching at the half step and you receive the command "**MARK TIME, MARCH**"

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH**" take a 15-inch step to the front with your right foot.

- (c) Bring your left foot forward along side your right foot as in a halt.
 - (d) Without losing cadence, take a 2-inch vertical step in place with your right foot.
 - (e) Continue marching in place taking 120 2-inch vertical alternating steps per minute until given another command.
- (4) Execute while marching at quick time.
- (a) Assume you are marching at quick time and you receive the command "**MARK TIME, MARCH.**"

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH.**" take a 30-inch step to the front with your right foot.
- (c) Bring your left foot forward along side your right foot as in a halt.
- (d) Without losing cadence, take a 2-inch vertical step in place with your right foot.
- (e) Continue marching in place taking 120 2-inch vertical alternating steps per minute until given another command.

j. Execute half step movements.

- (1) Execute from the halt.
- (a) Assume you are halted at the position of attention and you receive the command "**HALF STEP, MARCH.**"
 - (b) On the preparatory command "**HALF STEP,**" shift your body weight to your right leg without noticeable movement.
 - (c) On the command of execution "**MARCH.**" take a 15-inch step to the front with your left foot.
 - (d) Allow the ball of your foot to strike the deck before your heel.
 - (e) Simultaneously, begin swinging your arms 6 inches to the front and 3 inches to the rear of your legs.
 - (f) Continue to march taking 120 15-inch steps per minute until you receive the next command.
- (2) Execute while marching forward at quick time.
- (a) Assume you are marching forward at quick time and you receive the command "**HALF STEP, MARCH.**"

NOTE: The command of execution may be given as either foot strikes the deck. For this example, the command is given as your left foot strikes the deck.

- (b) On the command of execution "**MARCH.**" take a 30-inch step to the front with your right foot.
- (c) On your next step, take a 15-inch step to the front with your left foot, allowing the ball of your foot to strike the deck before your heel.
- (d) Continue to march taking 120 15-inch steps per minute until given another command.

k. Execute back step movements.

- (1) Assume you are halted at the position of attention and you receive the command "**BACKWARD, MARCH.**"
- (2) On the preparatory command "**BACKWARD,**" shift your body weight to your right leg without noticeable movement.
- (3) On the command of execution "**MARCH.**" take a 15-inch step backward with your left foot, allowing the ball of your foot to strike the deck before your heel.

(4) Simultaneously, begin swinging your arms 6 inches to the front and 3 inches to the rear of your legs.

NOTE: The only command you may receive while marching backward is "**HALT**." The command of execution may be given as either foot strikes the deck. For this example, the command is given as the left foot strikes the deck.

On the command of execution "**HALT**," take a 15-inch step backward with your right foot. For the second count after the command "**HALT**," bring your left heel against your right heel and come to attention.

I. Execute side step movements.

(1) Execute right step.

- (a) Assume you are halted at the position of attention and you receive the command "**RIGHT STEP, MARCH**."
- (b) On the preparatory command "**RIGHT STEP**," shift your body weight to your left foot without noticeable movement.
- (c) On the command of execution "**MARCH**," place your right foot 12 inches to the right of your left foot.
- (d) Keep your heels on line and distribute your body weight evenly on both legs.
- (e) Keep your legs straight, without stiffness, and your thumbs along your trouser seams.
- (f) Smartly bring your left heel against your right heel maintaining the position of attention.
- (g) Continue taking 12-inch steps to the right at 120 steps per minute until you receive another command.

NOTE: The only command you may receive while right stepping is "**HALT**." Both the preparatory command and command of execution must be given as your heels are together.

On the command of execution "**HALT**," take one 12-inch step to the right with your right foot. For your next step, smartly bring your left heel against your right and assume the position of attention.

(2) Execute left step.

- (a) Assume you are halted at the position of attention and you receive the command "**LEFT STEP, MARCH**."
- (b) On the preparatory command "**LEFT STEP**," shift your body weight to your right foot without noticeable movement.
- (c) On the command of execution "**MARCH**," place your left foot 12 inches to the left of your right foot.
- (d) Keep your heels on line and distribute your body weight evenly on both legs.
- (e) Keep your legs straight, without stiffness, and your thumbs along your trouser seams.
- (f) Smartly bring your right heel against your left heel maintaining the position of attention.
- (g) Continue taking 12-inch steps to the left at 120 steps per minute until given another command.

NOTE: The only command you may receive while left stepping is "**HALT**." Both the preparatory command and command of execution must be given as your heels are together.

On the command of execution "**HALT**," take one 12-inch step to the left with your left foot. For your next step, smartly bring your right heel against your left and assume the position of attention.

m. Execute face movements while marching (left/right).

- (1) Assume you are halted at the position of attention and you receive the command "**BY THE LEFT (RIGHT) FLANK, MARCH.**"

NOTE: While marching, the command of execution is given when the foot of the desired direction of movement strikes the deck.

- (2) On the preparatory command "**BY THE LEFT (RIGHT) FLANK,**" shift your body weight to your (right) leg without noticeable movement.
- (3) On the command of execution "**MARCH,**" face 90 degrees to your left (right) by pivoting on the ball of your left (right) foot.
- (4) Simultaneously, take a 30-inch step in the new direction with your right (left) foot.
- (5) Allow your arms to swing naturally, but do not allow them to swing sway from your body.
- (6) Continue to march in the new direction at quick time cadence until given another command.

n. Execute change step movements.

- (1) Execute while marking time.

- (a) Assume you are marking time and you receive the command "**CHANGE STEP, MARCH.**"

NOTE: The command of execution will be given as your right foot strikes the deck.

- (b) On the command of execution "**MARCH,**" take two 2-inch vertical steps with your left foot.
- (c) Continue taking alternating steps in place beginning with your right foot.
- (d) Swing your arms to conform to the change in step.
- (e) Continue to mark time until given another command.

- (2) Execute while marching forward at quick time.

- (a) Assume you are marching forward at quick time and you receive the command "**CHANGE STEP, MARCH.**"

NOTE: The command of execution will be given as your right foot strikes the deck.

- (b) On the command of execution "**MARCH,**" take a 30-inch step to the front with your left foot.
- (c) Then place the toe of your right foot near the heel of your left foot then immediately step off with a 30-inch step to the front with your left foot.
- (d) Keep your thumbs along the seams of your trousers during the change in step.
- (e) Continue to march at quick time until given another command.

o. Execute about face while marching.

- (1) Execute while marching forward at quick time.

- (a) Assume you are marching forward at quick time and you receive the command "**TO THE REAR, MARCH.**"

NOTE: The command of execution will be given as your right foot strikes the deck as this involves movement to the right.

- (b) On the command of execution "**MARCH**" place your left foot approximately 30 inches in front of your right foot.
- (c) Face 180 degrees to the right by pivoting on the balls of both feet.
- (d) Keep your legs straight without stiffness.
- (e) Allow your arms to swing naturally, but do not allow them to swing away from your body.
- (f) Without losing cadence, take a 30-inch step in the new direction at quick time until given another command.

(2) Execute march to the rear from a halt.

- (a) Assume you are halted at the position of attention and you receive the command, "**TO THE REAR, MARCH**."
- (b) On the command of execution "**MARCH**" step off with your left foot.
- (c) Turn about to the right 180 degrees on the balls of both feet.
- (d) Immediately step out to the rear with your left foot.

p. Execute rest movements while marching.

(1) Execute at ease march.

- (a) Assume you are marching forward at quick time and you receive the command "**AT EASE, MARCH**."

NOTE: The command of execution may be given as either foot strikes the deck. You are no longer required to march at the position of attention in cadence.

- (b) On the command of execution "**MARCH**" maintain your alignment, cover, interval, and distance.
- (c) Maintain silence.
- (d) Continue to march until given another command.

NOTES: The only command you may receive while marching at ease is "**SQUAD (PLATOON OR COMPANY), ATTENTION**."

On the command of execution "**ATTENTION**," pick up the step as soon as possible.
The unit leader will count cadence until all Marines are in step.

(2) Execute route step march.

- (a) Assume you are marching forward at quick time and you receive the command "**ROUTE STEP, MARCH**."

NOTE: The command of execution may be given as either foot strikes the deck. You are no longer required to march at the position of attention in cadence.

- (b) On the command of execution "**MARCH**" maintain your alignment, cover, interval, and distance.
- (c) Talk in a low, conversational tone.
- (d) Continue to march until given another command.

NOTE: The only command you may receive while marching at route step is "**SQUAD (PLATOON OR COMPANY), ATTENTION**."

2. *Execute individual drill movements with arms.*

NOTE: Before beginning the manual of arms, remove the magazine, tighten your sling, and position the sling on the left side of the rifle. This configuration facilitates the proper execution of the manual of arms.

a. Execute position of order arms.

NOTE: Order arms is your position of attention with the rifle. The basic position of the rifle manual is order arms. Order arms is assumed on the command of execution "**ATTENTION**," from any of the rest positions except "**FALL OUT**."

- (1) Assume order arms on the commands "**FALL IN**" and "**ORDER, ARMS**."
- (2) To execute order arms properly, rest the butt of your rifle on the deck with the stock along the outer edge of your right shoe.
- (3) Face the pistol grip to the front and the barrel in a near vertical position.
- (4) Grasp the rifle with your right hand near the front sight assembly and the barrel.
- (5) Rest the barrel in the "V" formed by your thumb and forefinger.
- (6) Extend and join your fingers, and place them on line with the barrel.
- (7) Place your thumb along your trouser seam and your entire right arm behind the rifle. This may cause a slight bend in your right arm if you are short.

NOTE: Marines who are too tall to accomplish this may slide their hands up the barrel so that their posture remains erect.

b. Execute rest positions with the rifle (**PARADE, REST, AT EASE**, and **REST**).

NOTE: Rest positions with the rifle are commanded and executed in the same manner as without arms.

- Rest positions with the rifle include the following exceptions and additions:

- (a) On the command "**PARADE, REST**," move your left foot 12 inches to the left.
- (b) Keep your rifle butt against your right foot.
- (c) Move the grasp of your right hand up the barrel to just below the muzzle compensator.
- (d) Join and curl your fingers with your forefinger touching your thumb.
- (e) Direct your straightened right arm to the front so that the rifle muzzle points forward and up.
- (f) While moving your left foot, place your left hand behind your back just below your belt line with fingers and thumb extended and joined and your palm facing the rear.
- (g) On "**AT EASE**" or "**REST**," keep your right foot in place and hold your rifle as in parade rest with your right arm relaxed slightly.

c. Execute trail arms.

- (1) Execute trail arms automatically when a command to move the unit is given while at order arms (facing movements, aligning the unit, or moving short distances, etc.).

NOTE: For training purposes, trail arms may be executed while halted at order arms. The command is "**TRAIL, ARMS**."

- (2) Return the rifle to order arms gently and without command after completing the movement.
- (3) On the command of execution "**ARMS**," raise the rifle vertically 3 inches off the deck.
- (4) Keep your wrist straight with your thumb along the seam of your trousers.
- (5) On the command "**ORDER, ARMS**," the rifle is gently and quietly lowered vertically to the position of order arms.

d. Execute port arms from order arms.

NOTE: This is a two-count movement from order arms.

- (1) On the command of execution "**ARMS**," slide your right hand up and grasp the barrel near the muzzle compensator.
 - (a) Join and wrap your fingers around the barrel with your thumb around the inboard portion.
 - (b) Without loss of motion, raise and carry your rifle diagonally across the front of your body until your right hand is level with and slightly to the left of your face.
 - (c) Place your right wrist on the outboard portion of the front sight assembly.

NOTE: Make sure that the barrel is up and bisecting the angle formed by your neck and left shoulder. The pistol grip should be to the left and the rifle butt is in front of your right hip.

- (d) Smartly grasp the handguard with your left hand just above the slinging including the sling in the grasp.

NOTE: Make sure that your little finger is in line with the slinging with your thumb on the inboard side of the handguard.

- (e) Keep your left wrist and forearm straight.
- (f) Hold your left elbow in against your body.
- (2) For the second count, release the grasp of your right hand and smartly grasp the small of the stock just below the charging handle.
 - (a) Join and wrap your fingers around the small of the stock with your thumb around the inboard portion.
 - (b) Keep your right wrist and forearm straight and parallel to the deck.
 - (c) Hold your elbows into your side and your upper arms in line with your back.

NOTE: The rifle should be about 4 inches from your body.

e. Execute order arms from port arms.

NOTE: This is a three-count movement from port arms.

- (1) On the command "**ORDER, ARMS**," release the grasp of your right hand from the small of the stock and smartly grasp the barrel.
 - (a) Join and wrap your fingers around the barrel with your thumb around the inboard portion.

NOTE: Make sure that your little finger is just above the bayonet stud. Your right wrist should be on the outboard portion of the front sight assembly.

- (b) Hold your elbow down without strain, nearly touching the handguard.

- (2) For the second count, lower the rifle initially with your left hand while changing the grasp of your right hand to the junction of the barrel and the front sight assembly as in order arms.
 - (a) Without loss of motion, release the grasp of your left hand from the handguard and with your right hand, carry the weapon to your right side until the butt is 3 inches from the deck.

NOTE: Make sure that the barrel is in a vertical position and the pistol grip is to the front.

- (b) Simultaneously, guide the weapon with your left hand until your right thumb is on the trouser seam.
 - (c) Extend and join the fingers of your left hand, touching the rifle near the muzzle compensator.
 - (d) Keep your left wrist and forearm straight and your left elbow in against your body.
- (3) For the third count, return your left hand to your left side at the position of attention.
 - Gently lower the rifle to the deck with your right hand.

f. Execute right shoulder arms from order arms.

NOTE: This is a four-count movement from order arms.

- (1) On the command "**RIGHT SHOULDER, ARMS,**" grasp the barrel of your weapon with your right hand.
 - (a) Without loss of motion, raise and carry your rifle diagonally across the front of your body until your right hand is level with and slightly to the left of your face.
 - (b) Keep your right wrist and forearm straight.
 - (c) Hold your right elbow down without strain.

NOTE: Make sure that the barrel is up and bisecting the angle formed by your neck and left shoulder.

- (d) Simultaneously, grasp the handguard with your left hand, the same as in the first count for port arms.
- (2) For the second count, release the barrel with your right hand and grasp the rifle butt placing the heel of the rifle butt between your first two fingers.

NOTE: The heel should be visible between your index and middle fingers with the remaining fingers of your right hand joined and wrapped around the butt plate.

- (3) For the third count, release the grasp of your left hand from the handguard and carry your rifle to your right shoulder.
 - (a) Keep your left hand in contact with your rifle to assist in the movement.
 - (b) Simultaneously, with your right hand, rotate your rifle a quarter turn counter-clockwise, and place the magazine well in the hollow of your right shoulder.
 - (c) Slide your left hand to the junction of the stock and receiver just below the charging handle.
 - (d) Guide your rifle into your shoulder with your left hand.
 - (e) Extend and join your thumb and fingers with your palm turned toward your body.
 - (f) Make sure that the first joint of your left forefinger touches the top of the butt stock, just below the charging handle.
 - (g) Keep your left wrist and forearm straight.
 - (h) Hold your left elbow against your body.

- (i) Do not change the grasp of your right hand.
- (j) Keep your right wrist and forearm straight and parallel to the deck.
- (k) Hold your elbow into your side and your side and your upper arm in line with your back.

(4) For the fourth count, move your left hand back to your side at the position of attention.

NOTE: The rifle should be held at a 60-degree angle.

g. Execute order arms from right shoulder arms.

NOTE: This is a four-count movement from right shoulder arms.

(1) On the command "**ORDER, ARMS,**" pull your rifle butt back quickly with your right hand so that your rifle comes off your right shoulder.

- (a) With your right hand, rotate your rifle a quarter turn clockwise so that the pistol grip is to your left.
- (b) Allow your rifle to fall diagonally across the front of your body.
- (c) Bring your left hand up and smartly grasp the handguard with the sling included in your grasp.
- (d) Join your fingers grasping the handguard.

NOTE: Make sure that your little finger is in line with the slipping but not touching it and that your thumb is on the inboard side.

- (e) Keep your left wrist and forearm straight.
- (f) Hold your elbow in against your body.

NOTE: Make sure that the barrel is up, bisecting the angle formed by your neck and left shoulder. The rifle butt should be in front of your right hip.

- (g) Do not change the grasp of your right hand.
- (h) Extend your right arm closely with your elbow held against your body.

(2) For the second count, release the grasp of your right hand from your rifle butt and smartly grasp the barrel.

- (a) Join and wrap your fingers around the barrel and your thumb around the inboard portion.
- (b) Make sure that your little finger is just above the bayonet stud and that your right wrist is on the outboard portion of the front sight assembly.

(3) For the third count, lower the rifle initially with your left hand while changing the grasp of your right hand to the junction of the barrel and the front sight assembly as in the position of order arms.

- (a) Without loss of motion, release the grasp of your left hand from the handguard.
- (b) With your right hand, carry the weapon to your right side until the butt is 3 inches from the deck.

NOTE: Make sure that the barrel is in a vertical position, and that the pistol grip is to the front.

- (c) Simultaneously, guide your weapon with your left hand until your right thumb is on your trouser seam.
- (d) Extend and join the fingers of your left hand, touching your rifle near the muzzle compensator.

(4) For the fourth count, move your right hand back to your right side at the position of attention.

h. Execute left shoulder arms from order arms.

NOTE: This is a four-count movement from order arms.

(1) On the command of execution "ARMS," slide your right hand up and grasp the barrel near the muzzle compensator.

(a) Join and wrap your fingers around the barrel with your thumb around the inboard portion.

(b) Without loss of motion, raise and carry your rifle diagonally across the front of your body until your right hand is level with and slightly to the left of your face.

(c) Place your right wrist on the outboard portion of the front sight assembly.

NOTE: Make sure that the barrel is up and bisecting the angle formed by your neck and left shoulder. The pistol grip should be to the left and the rifle butt is in front of your right hip.

(d) Smartly grasp the hand guard with your left hand just above the slip ring including the sling in the grasp.

NOTE: Make sure that your little finger is in line with the slip ring with your thumb on the inboard side of the hand guard.

(e) Keep your left wrist and forearm straight.

(f) Hold your left elbow in against your body.

(2) For the second count, release the grasp of your right hand and smartly grasp the small of the stock just below the charging handle.

(a) Join and wrap your fingers around the small of the stock with your thumb around the inboard portion.

(b) Keep your right wrist and forearm straight and parallel to the deck.

(c) Hold your elbows into your side and your upper arms in line with your back.

NOTE: The rifle should be about 4 inches from your body.

(3) For the third count, release the grasp of your left hand from the handguard and carry the rifle to your left side with the right hand.

(4) Rotate the rifle a quarter turn clockwise and place the rifle in the left shoulder.

(5) Simultaneously, grasp the rifle butt with the left hand as in right shoulder arms.

(6) For the fourth count, move your right hand back to your right side at the position of attention.

NOTE: The rifle should be held at a 60-degree angle.

i. Execute port arms from left shoulder arms.

NOTE: This is a two-count movement from left shoulder arms.

(1) On the command "**PORT, ARMS**," move your right hand up across your body and grasp your rifle at the small of the stock, just below the charging handle.

- (2) For the second count, release the grasp of your left hand.
 - (a) Bring your rifle from your shoulder diagonally across your body with your right hand.
 - (b) Grasp the handguards just above the slip ring with your left hand and assume the position of port arms.

j. Execute order arms from left shoulder arms.

NOTE: This is a five-count movement from left shoulder arms.

- (1) On the command of execution "ARMS," smartly and in the most direct manner, bring your right hand across your body and grasp the small of the stock.
 - (a) Join and wrap the fingers of your right hand around the small of the stock.
 - (b) Wrap your thumb around the inboard side.
 - (c) Hold your elbow down without strain.
- (2) For the second count, release the grasp of your left hand from the rifle butt.
 - (a) With your right hand, bring your rifle from your left shoulder, rotating it a quarter turn clockwise.
 - (b) Allow the rifle to fall diagonally across the front of your body.

NOTE: Make sure that the barrel is up bisecting the angle formed by your neck and left shoulder. The pistol grip should be to the left and the rifle butt should be in front of your right hip.

- (c) Simultaneously, grasp the hand guard with your left hand just above the slip ring, including the sling in your grasp.
- (d) Join your fingers and grasp the rifle.

NOTE: Make sure that your little finger is in line with the slip ring with your thumb on the inboard side of the hand guard.

- (e) Keep your left wrist and forearm straight.
 - (f) Hold your elbow into your side with your upper arms in line with your back. You should be at port arms.
- (3) For the third, release the grasp of your right hand from the small of the stock and smartly grasp the barrel.

NOTE: The palm of your right hand should be to the rear.

- (a) Join and wrap your fingers around the barrel, with your thumb around the inboard side.

NOTE: Make sure that your little finger is just above the bayonet stud. Your right wrist is on the outboard portion of the front sight assembly.

- (b) Hold your elbow down without strain, almost touching the handguard.
- (4) For the fourth count, lower the rifle initially with your left hand while changing the grasp of your right hand to the junction of the barrel and the front sight assembly as in the position of order arms.
 - (a) Without loss of motion, release the grasp of your left hand from the handguard.
 - (b) With your right hand, carry the rifle to your right side until the butt is 3 inches from the deck.

NOTE: Make sure that the barrel is in a vertical position, and the pistol grip is to the front.

- (c) Simultaneously, guide the rifle into your right side with your left hand.
- (d) Extend and join the fingers of your left hand with your thumb along the hand.

NOTE: Make sure that the tips of your forefinger and middle finger are touching metal at a point near the muzzle compensator.

- (e) Keep your left wrist and forearm straight.
- (f) Guide the rifle into your right side so that your thumb of your right hand will be on your trouser seam.
- (g) Push back on the barrel until the toe of the stock is on line with the toe of your right shoe.

NOTE: Make sure that your entire right arm is behind the rifle.

(5) For the fifth count, gently lower the rifle to the deck with your right hand so that the toe of the stock is on line with the toe of your right shoe and the barrel is in a near vertical position.

- (a) Smartly return your left hand to your left side and assume the position of attention.
- (b) Keep the thumb of your right hand along your trouser seam and your right arm behind the rifle.

k. Execute right shoulder arms from left shoulder arms.

NOTE: This is a five-count movement from left shoulder arms.

(1) On the command "**RIGHT SHOULDER, ARMS,**" smartly and in the most direct manner, bring your right hand across your body and grasp the small of the stock.

- (a) Join and wrap the fingers of your right hand around the small of the stock with your thumb wrapped around the inboard side.
- (b) Hold your elbow down without strain.

(2) For the second count, bring the rifle out of your left shoulder, rotating it a quarter turn clockwise.

- (a) Release the grasp of your left hand from the rifle butt.
- (b) Allow the rifle to fall diagonally across the front of your body.
- (c) Smartly grasp the handguard with your left hand just above the sling, including the sling in your grasp.
- (d) Hold your elbows into your side, with your upper arms in line with your back. You should be at port arms.

(3) For the third count, release the grasp of your right hand from the small of the stock and smartly grasp the butt of the rifle.

- (a) Join your thumb and forefinger over the heel of the weapon.
- (b) Join and wrap your remaining three fingers around the rifle butt.
- (c) Join your thumb and forefinger over the heel of your weapon.
- (d) Join and wrap your remaining three fingers around the rifle butt.

(4) For the fourth count, release the grasp of your left hand from the handguard.

- (a) Carry the rifle to your right side.

- (b) Keep your left hand in contact with the rifle to assist in the movement.
 - (c) Without loss of motion, rotate the rifle a quarter turn counter-clockwise.
 - (d) Place the magazine well against the hollow of your right shoulder.
 - (e) Allow your left hand to slide to the juncture of the stock and receiver just below the charging handle, where it is used to guide your rifle into your shoulder.
 - (f) Extend and join your thumb and fingers, with your palm turned toward your body.
 - (g) Keep your left wrist and forearm straight.
- (5) For the fifth count, smartly and in the most direct manner, return your left hand to your side and assume the position of attention.

l. Execute present arms from order arms.

NOTE: This is a two-count movement from order arms.

- (1) On the command of execution "**ARMS**," slide your right hand up, and grasp the barrel near the muzzle compensator.
- (a) Join and wrap your fingers around the barrel.
 - (b) Without loss of motion, raise and carry the rifle to a vertical position centered on your body.

NOTE: The pistol grip should be to the front. Make sure that your wrist is on the right side of the front sight assembly.

- (c) Hold your elbow down without strain.
- (d) Simultaneously, grasp the rifle at the handguard with your left hand just above the sling, including the sling in the grasp.
- (e) Join and wrap your fingers around the handguard.

NOTE: Make sure that your little finger is on line with the sling with your thumb on the inboard side of the handguard.

- (f) Keep your left wrist and forearm straight and parallel to the deck.
- (g) Hold your elbow into your side with your upper arm in line with your back.

(2) On the second count, release the grasp of your right hand and grasp the small of the stock.

NOTE: Make sure that the charging handle rests on the thumb of your right hand.

- (a) Extend and join your fingers diagonally across the small of the stock.
- (b) Keep your right wrist and forearm straight.
- (c) Hold your elbow against your body.

NOTE: The rifle should be approximately 4 inches from your body.

m. Execute order arms from present arms.

NOTE: This is a three-count movement from present arms.

(1) On the command of execution "**ARMS**," release the grasp of your right hand from the small of the stock and grasp the barrel.

(a) Join and wrap your fingers around the barrel.

NOTE: Make sure that your little finger should be just above the bayonet stud and that your wrist is on the right side of the front sight assembly.

(b) Hold your elbow down without strain.

(2) On the second count, lower the rifle initially with your left hand while changing the grasp of your right hand to the junction of the barrel and the front sight assembly as in the position of order arms.

(a) Without loss of motion, release the grasp of your left hand from the handguard.

(b) With your right hand, carry the weapon to your right side until the butt is 3 inches from the deck.

(c) Simultaneously, guide your weapon into the right side with your left hand.

(d) Extend and join the fingers of your left hand with your thumb along your hand.

(e) Guide your weapon into your right side so that your right thumb will be on your trouser seam.

(f) Push back on the barrel until the toe of the stock is on line with the toe of your right shoe.

(3) On the third count, gently lower the rifle to the deck with your right hand so that the toe of your rifle is on line with the toe of your right shoe and the barrel is in a near vertical position.

(a) Simultaneously, in the most direct manner, smartly return your left hand to your side and assume the position of attention.

(b) Keep your right thumb along your trouser seam and your right arm behind the rifle.

n. Execute a rifle salute.

(1) Execute this movement from "**ORDER, ARMS, TRAIL, ARMS**," or "**LEFT or RIGHT SHOULDER, ARMS**."

NOTE: These commands are one-count movements. The command is "**RIFLE, SALUTE**." The command to terminate the salute is "**READY, TWO**."

(2) When at order arms, move your left arm smartly across your body.

(a) Keep your wrist straight.

(b) Extend and join your fingers with your palm down so that the first joint of your forefinger touches the muzzle compensator.

(c) When not in ranks, turn your head toward the person or colors you are saluting.

(d) On the command "**READY, TWO**," resume the position of attention.

(3) When at trail arms, execute the same movements for saluting at order arms, except hold your rifle in the trail arms position.

(4) On "**RIGHT (LEFT) SHOULDER ARMS**," move your left (right) arm across the body.

(a) Extend and join your fingers with your palm down.

NOTE: Make sure that the first joint of your forefinger touches the rear of the receiver just below the charging handle.

- (b) Hold your forearm parallel to the deck.
- (c) When not in the ranks, turn your head toward the person or colors you are saluting.
- (f) On the command "**READY, TWO**," assume the position of attention.

o. Execute inspection arms.

NOTE: This is a seven-count movement from order arms.

WARNING: Do not inspect arms with a magazine in the weapon.

- (1) On the command, "**INSPECTION, ARMS**," execute the first two movements as in port arms from order arms.
- (2) On the third count, release the grasp of your left hand from the handguard and grasp the pistol grip, with palm of your hand facing to the right.
 - (a) Join your fingers grasping the pistol grip.
 - (b) Simultaneously, place the thumb of your left hand over the lower portion of the bolt catch.
- (3) On the fourth count, release the grasp of your right hand from the small of the stock.
 - (a) Unlock the charging handle with the thumb and forefinger of your right hand.
 - (b) Join and place your remaining three fingers on line with your forefinger just behind the charging handle.
 - (c) Sharply pull the charging handle to the rear.
 - (d) Simultaneously, apply pressure to the bolt catch with your left thumb and lock the bolt to the rear.
- (4) On the fifth count, push the charging handle forward until it is locked in its foremost position and grasp the small of the stock with your right hand.
- (5) On the sixth count, elevate the rifle up and to the left, rotating the rifle counter-clockwise so that the chamber is visible.

NOTE: Make sure that the ejection port is at eye level. Your right forearm should touch the stock and the weapon should be at a 45-degree angle.

Simultaneously, turn your head to the left and inspect the chamber to see that it is clear.

Make sure that the chamber is clear.

- (6) On the seventh count, lower the rifle, rotating it clockwise. Simultaneously release the grasp of your left hand from the pistol grip and move it smartly to the handguard assuming the position of port arms.

p. Execute port arms from inspection arms.

NOTE: On the command "**PORT, ARMS**," release the grasp of your left hand from the handguard.

- (1) On the preparatory command "**PORT**," release the grasp of your left hand from the handguard.
 - (a) Regrasp your weapon with your thumb and fingers, forming a "U" at the magazine well and trigger guard.
 - (b) With your left thumb, press the bolt catch allowing the bolt to go forward.
 - (c) With your fingertips, push upward and close the dust cover.

- (d) Slide your left hand down and grasp the pistol grip.
 - (e) Join the fingers grasping the pistol grip.
 - (f) Simultaneously, place your thumb on the trigger so that the tip of your thumb is outward.
- (2) On the command of execution "ARMS," pull the trigger with your left thumb.
- (a) Release the grasp of your left hand from the pistol grip.
 - (b) Grasp the lower portion of the handguard, resuming the position of port arms.

REFERENCE(S):

NAVMC 2691, *Marine Corps Drill and Ceremonies Manual*

ADMINISTRATIVE INSTRUCTIONS:

Individual is graded as a part of a drill unit.
782-gear is defined by unit SOP.

TASK: MCCS.03.03 (CORE) PERFORM INDIVIDUAL ACTIONS IN UNIT DRILL (PLATOON LEVEL)
CONDITION: GIVEN THE REQUIREMENT, AN M16A2 SERVICE RIFLE, SLING, AND 782 GEAR (EACH AS REQUIRED) AS A MEMBER OF PLATOON.
STANDARD: TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine, acting as a member of a platoon, is provided a service rifle, a sling, and specific drill commands.

Standard: The Marine must participate in unit drill (platoon level) with or without arms. The Marine must properly execute the commanded platoon drill movements given by the unit leader.

Administrative Note: See **TASK: MCCS.03.02 PERFORM INDIVIDUAL DRILL MOVEMENTS WITH OR WITHOUT ARMS**

GENERAL INFORMATION:

The illustration below identifies symbols used in platoon drill.



PERFORMANCE STEPS:

1. *Perform as the unit guide during unit drill.*
 - a. Unless otherwise announced, guide is right, and the guide takes post on the right. In line, he or she is posted to the right of the squad leader of the first squad. In column, he or she is posted in front of the squad leader of the third squad.
 - b. In column, when it is desired to guide left, the command **GUIDE LEFT** is given. At this command, the guide and the platoon commander exchange positions. The guide crosses between the platoon commander and the platoon. To return the guide to normal position, **GUIDE RIGHT** is commanded. The guide and platoon commander return to their normal positions with the guide again passing between the platoon commander and the platoon. This movement may be made at a halt or in march. The base squad or base file is the one behind the guide.
 - c. The guide does not change his or her position at the command **DRESS LEFT (RIGHT), DRESS**.

- d. When a platoon in line is given the command **RIGHT, FACE**, the platoon guide executes right face with the platoon. Then he or she immediately faces to the right in marching and marches to a position in front of the right squad leader, halts, and executes left face. If a platoon is given **LEFT, FACE**, the guide executes left face with the platoon but does not change his or her position within the platoon.
- e. When a platoon in column is given the command **COLUMN OF FILES FROM THE LEFT, MARCH**, the guide, on the preparatory command, takes his or her position in front of the left squad leader so he or she is at the head of the column.
- f. When a platoon in column is given the command **COLUMN OF TWOS FROM THE LEFT, MARCH**, the guide, on the preparatory command, takes his or her position in front of the second file from the left so he or she is at the head of the right file of the column. He or she does this by facing to the left as in marching and marches to a position in front of the designated right squad leader, halts, and executes a right face.
- g. When reforming in a column of threes or fours from a file or column of twos, the guide posts himself or herself in his or her normal position when the movement is completed.
- h. The guide sets the direction and cadence of the march. The leading Marine in each file is responsible for interval.
- i. When a platoon is marching in column and the command to march by a flank or to the rear (**BY THE RIGHT (LEFT) FLANK, MARCH** or **TO THE REAR, MARCH**) is given, the guide executes the movement with the platoon but does not change his or her position with the platoon.
- j. The guide does not count off.

2. *Perform individual movements in platoon level drill.*

- a. Form the platoon in line at normal interval.

(1) *Unit leader.* Command, "**FALL IN.**"

(2) On the unit leader's command "**FALL IN,**" execute the following:

NOTE: The guide is the base for this movement.

- (a) *Guide.* March 3 paces (6 paces if formed by the platoon commander) past the unit leader's right side, execute a left flank, continue to march until you are at a position where the remainder of the platoon will be able to fall in centered on the unit leader. Step into your position facing the unit leader, and then execute order guidon. After halting, provide interval for the first squad leader by raising your left arm, fingers extended and joined, thumb along hand, and palm towards the deck. Keep your head to the front.
- (b) Squad leaders execute the following when falling in:
 - 1. *First squad leader.* Step into your position on the left side of the guide. Turn your head to the right in order to obtain alignment while simultaneously executing the same arm and hand movements as the guide.
 - 2. *Remaining squad leaders.* Step into your positions and cover on the squad leader to your front. After covering, provide normal interval to the Marine on your right by executing the same arm and hand movements as the guide. Keep your head to the front.
- (c) *Remaining platoon members.* Step into your positions on the left side of the squad leaders and execute the same head, arm, and hand movements as the first squad leader.
 - 1. Move to your right or left until the fingertips of the Marine on your right lightly touch your shoulder.
 - 2. If you are the extreme left flank Marine in any squad, only obtain alignment while keeping the left arm down.
- (d) As soon as proper alignment is obtained and the Marine to your left has stopped moving, return to the position of attention by simultaneously lowering your arm and turning your head to the front.

NOTE: If you are armed with a rifle when executing this movement, you will fall in at port arms, execute order arms, and then obtain alignment and provide interval while carrying the rifle at trail arms.

- (e) After the platoon has properly executed the movements for the command "**FALL IN**," the unit leader, when appropriate, will then give the squad leaders the command "**REPORT**."
 1. The report will go in succession from front (first squad leader) to rear.
 2. *Squad leaders.* On the command "**REPORT**," salute (rifle salute if armed) and report "**ALL PRESENT**" or "**PRIVATE (last name of the Marine that's absent) MISSING**." Do not cut your salute until the unit leader cuts his salute.

NOTE: If the platoon is armed with rifles, the unit leader will give the commands "**INSPECTION, ARMS; PORT, ARMS; ORDER, ARMS**" after the report is received.

b. Form the platoon in line at close interval.

(1) *Unit leader.* Command, "**AT CLOSE INTERVAL, FALL IN**."

- (a) *All platoon members.* On the command "**FALL IN**," execute the same movements as falling in at normal interval, except for the following:
 1. Obtain close interval by placing the palm of your left hand on your hip, fingers extended and joined (fingers pointing down), thumb along hand, and your elbow in line with your body.
 2. Move to your right or left until the elbow of the Marine on your right lightly touches your right arm.
- (b) As soon as proper alignment is obtained and the Marine to your left has stopped moving, return to the position of attention by simultaneously lowering your arm and turning your head to the front.

(2) *Unit leader.* Give the same commands as falling in at normal interval, after falling in at close interval, if appropriate.

c. Dismiss the platoon.

NOTE: A platoon can only be dismissed from a platoon in line.

(1) Dismiss an unarmed platoon.

- (a) *Unit leader.* Command, "**DISMISSED**."
- (b) On the command "**DISMISSED**," leave your position in the platoon and go to a predesignated area or carry out the plan of the day.

(2) Dismiss an armed platoon.

- (a) The commands to execute this movement are "**INSPECTION, ARMS; PORT, ARMS; DISMISSED**."
- (b) On the command "**DISMISSED**," leave your position in the platoon and go to a predesignated area or carry out the plan of the day.

d. Align the platoon.

NOTE: Execute this movement at trail arms. Automatically return to order arms after completing the movement.

(1) Align a platoon in line at normal interval.

NOTE: The guide and squad leaders are the base for this movement.

- (a) *Unit leader.* Command, "**DRESS RIGHT (LEFT), DRESS.**"
- (b) *All platoon members.* On the command of execution "**DRESS,**" execute the same arm, hand, and head movements as falling in at normal interval.

- 1. Move to your right or left until the finger tips of the Marine on your right touch your right shoulder. Simultaneously while moving quickly, obtain alignment.

NOTE: When the unit leader reaches the extreme right flank man in the first squad, all movement within the platoon stops.

- 2. Remain in the dress right (left) position until given another command.

- (c) *Unit leader.* Obtain proper platoon alignment by commanding the platoon to move forward or backwards.

- 1. *Platoon members.* Take short choppy steps to the front or to the rear.

- 2. Stop moving when the unit leader commands "**STEADY.**"

- (d) *Unit leader.* Terminate this movement by commanding "**READY, FRONT; COVER.**"

- 1. On the command of execution "**FRONT,**" immediately assume the position of attention by simultaneously lowering your left arm and turning your head to the front.

- 2. On the command "**COVER,**" do not move if you are a member of the first squad, but if you are a member of the second or remaining squads, cover on the Marine to your front.

- (2) Align a platoon from normal interval to close interval.

- (a) *Unit leader.* Command, "**AT CLOSE INTERVAL; DRESS RIGHT (LEFT), DRESS.**"

- (b) *Platoon members.* On the command of execution "**DRESS,**" execute the same movements as being aligned at normal interval, except for the following:

- 1. Obtain close interval by placing the palm of your left hand on your hip, fingers extended and joined (fingers pointing down), thumb along hand, and your elbow in line with your body.

- 2. Move to your right or left until the elbow of the Marine on your right lightly touches your right arm.

- 3. Remain in the dress right (left) position until given another command.

- (c) *Unit leader.* Terminate this movement by commanding, "**READY, FRONT; COVER.**"

- (d) *Platoon members.* Execute the same movements as being aligned at normal interval.

- (3) Align a platoon from close interval to normal interval.

- (a) *Unit leader.* Command, "**DRESS RIGHT (LEFT), DRESS.**"

- (b) *Platoon members.* Execute this movement in the same manner as being aligned at normal interval.

- (c) Since you are at close interval, place your left arm directly behind the Marine to your left.

- (d) *Unit leader.* Terminate this movement by commanding "**READY, FRONT; COVER.**"

- (e) *Platoon members.* Execute the same movements as being aligned at normal interval.

e. Open ranks.

NOTE: Execute this movement at trail arms. Automatically return to order arms after completing the movement.

(1) *Unit leader.* Command, "**OPEN RANKS, MARCH; READY, FRONT; COVER."**

(a) On the command of execution "**MARCH**" execute the following:

1. *Members of the first squad.* Take two steps forward, halt, and then execute the same movements for dress right.
2. *Members of the second squad.* Take one step forward, halt, and then execute the same movements for dress right.
3. *Members of the third squad.* Stand fast and execute same movements for dress right.

NOTE: When the unit leader reaches the extreme right flank Marine in the first squad, all movement within the platoon stops.

(b) *Unit leader.* Verify the alignment of each squad, and give the commands "**READY, FRONT; COVER."**

1. *Platoon members.* On the command of execution "**FRONT**," lower your left arm while simultaneously turning your head to the front assuming the position of attention.
2. On the command "**COVER**," stand fast if you are in the first squad or cover on the Marine to your front if you are in the remaining squads.

f. Close ranks.

NOTE: Execute this movement at trail arms. Automatically return to order arms after completing the movement.

(1) *Unit leader.* Command, "**CLOSE RANKS, MARCH**."

(a) On the command of execution "**MARCH**" execute the following:

1. *Members of the first squad.* Stand fast.
2. *Members of the second squad.* Take one step forward and halt.
3. *Members of the third squad.* Take two steps forward and halt.

(b) As you are executing this movement, cover on the Marine to your front while maintaining your alignment.

(2) Stop all movement when the unit leader reaches his position (centered on the platoon).

g. Close and extend the interval in line.

NOTE: Execute these movements at trail arms. Automatically return to order arms after completing any facing or marching movements.

(1) Obtain close interval from normal interval in line.

(a) *Unit leader.* Command, "**CLOSE, MARCH**."

(b) On the command of execution "**MARCH**" execute the following:

NOTE: The first squad leader is the base for this movement.

1. *Guide.* Face to the left as in marching, take one or two steps, halt, and then execute a right face. After you face to the right execute the same arm and hand movements as falling in at close interval. Simultaneously turn your head

to the left in order to align yourself on the first squad leader. After obtaining proper alignment and providing interval, return to the position of attention by simultaneously lowering your arm and turning your head to the front.

2. *First squad leader.* Execute the same arm and hand movements as falling in at close interval while keeping your head to the front. When the Marine to your left has obtained proper alignment and interval, return to the position of attention by lowering your arm.
3. *Remaining squad leaders.* Execute the same arm and hand movements as falling in at close interval while keeping your head to the front. When the Marine to your left has obtained proper alignment and interval, return to the position of attention by lowering your arm.
4. *Remaining platoon members.* Face to the right as in marching. March to the right until obtaining close interval, halt, and then execute a left face. After facing to the left, execute the same movements as falling in at close interval. While maintaining alignment, move to your right until the Marine's elbow on your right touches your right arm and then stop moving. When the Marine to your left has obtained proper alignment and interval, return to the position of attention by simultaneously lowering your arm and turning your head to the front.

NOTE: Arms down should go in succession from the platoon's right to the left (extreme left flank Marine).

- (c) Do not raise your left arm if you are the extreme left flank Marine in any squad. Only obtain alignment by turning your head to the right.

(2) Obtain normal interval from close interval in line.

NOTE: Execute these movements at trail arms. Automatically return to order arms after completing any facing or marching movements.

- (a) *Unit leader.* Command, "**EXTEND, MARCH**"

- (b) On the command of execution "**MARCH**" execute the following:

1. *Guide.* Face to the right as in marching, take one or two steps, halt, and then execute a left face. After you face to the left, execute the same arm and hand movements as falling in at normal interval. Simultaneously turn your head to the left in order to align yourself on the first squad leader. After obtaining proper alignment and providing interval, return to the position of attention by simultaneously lowering your arm and turning your head to the front.
2. *First squad leader.* Execute the same arm and hand movements as falling in at normal interval while keeping your head to the front. When the Marine to your left has obtained proper alignment and interval, return to the position of attention by lowering your arm.
3. *Remaining squad leaders.* Execute the same arm and hand movements as falling in at normal interval while keeping your head to the front. When the Marine to your left has obtained proper alignment and interval, return to the position of attention by lowering your arm.
4. *Remaining platoon members.* Face to the left as in marching. March to the left until obtaining normal interval, halt, and then execute a right face. After facing to the right, execute the same movements as falling in at normal interval. While maintaining alignment, move to your right or left until the Marine's fingertips on your right touches your right shoulder and then stop moving. When the Marine to your left has obtained proper alignment and interval, return to the position of attention by simultaneously lowering your arm and turning your head to the front.

NOTE: Arms down should go in succession from the platoon's right to the left (extreme left flank Marine).

- (c) Do not raise your left arm if you are the extreme left flank Marine in any squad. Only obtain alignment by turning your head to the right.

h. Form a platoon in column from a platoon in line.

NOTE: Execute these movements at trail arms. Automatically return to order arms after completing any facing movements.

- (1) *Unit leader.* Command, "**RIGHT, FACE.**"
- (2) On the command of execution "**FACE,**" execute the following:
 - (a) *All platoon members.* Execute a right face.
 - (b) *Guide.* After facing to the right, step off to the right as in marching, halt when you are in front of the right file, and then execute a left face.
 - (c) The platoon is now in column as shown in figure 1.

NOTE: A platoon becomes inverted when it is in line and faced to the left. This movement is only executed for short movements to the left. To form a platoon in column facing the left, the platoon will first execute a right face and then, upon command, execute the necessary column movements to face the desired direction.

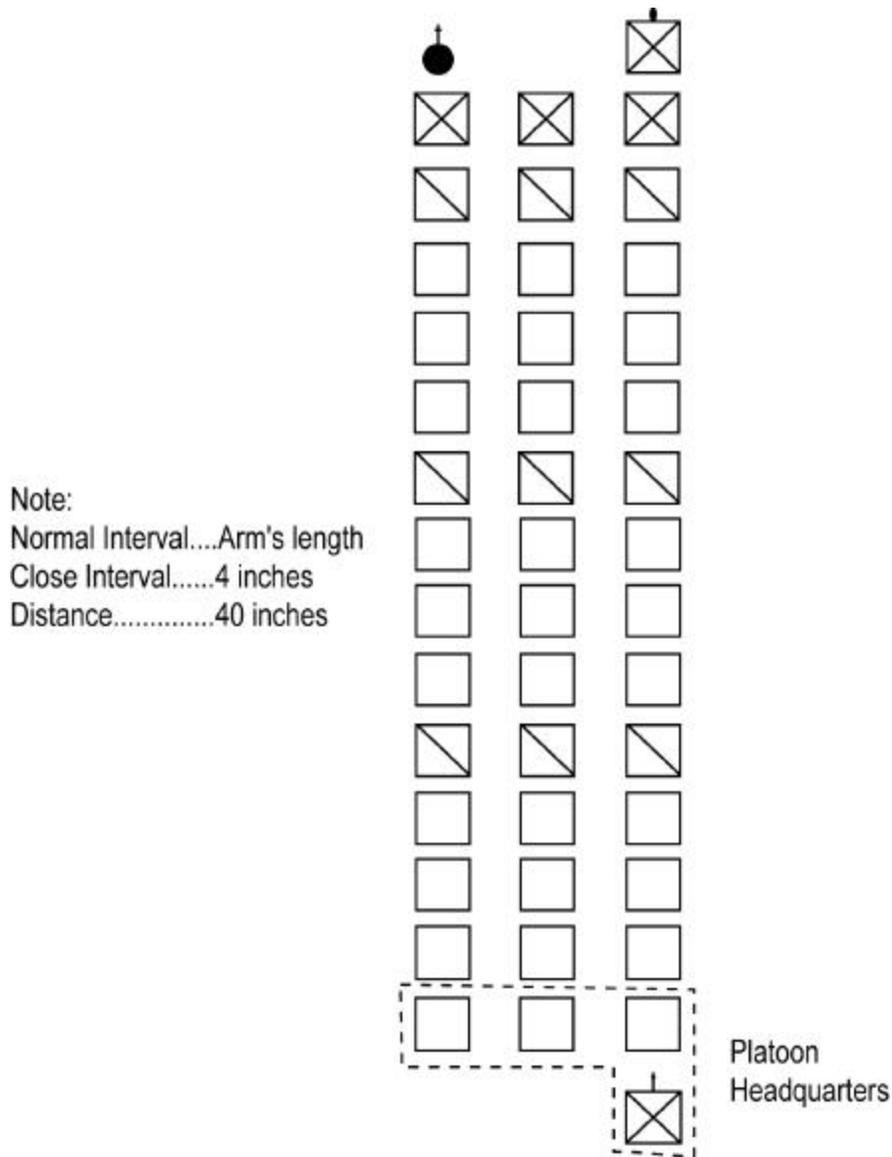


Figure 1

i. Form a platoon in line from a platoon in column.

(1) *Unit leader.* Command, "**LEFT, FACE.**"

(2) On the command of execution "**FACE,**" execute the following:

(a) *All platoon members.* Execute a left face.

(b) *Guide.* After facing to the left, step off to the front as in marching. March forward until you are beside the right flank man in the first squad, and then halt.

(c) The platoon is now in line as shown in the figure 2.

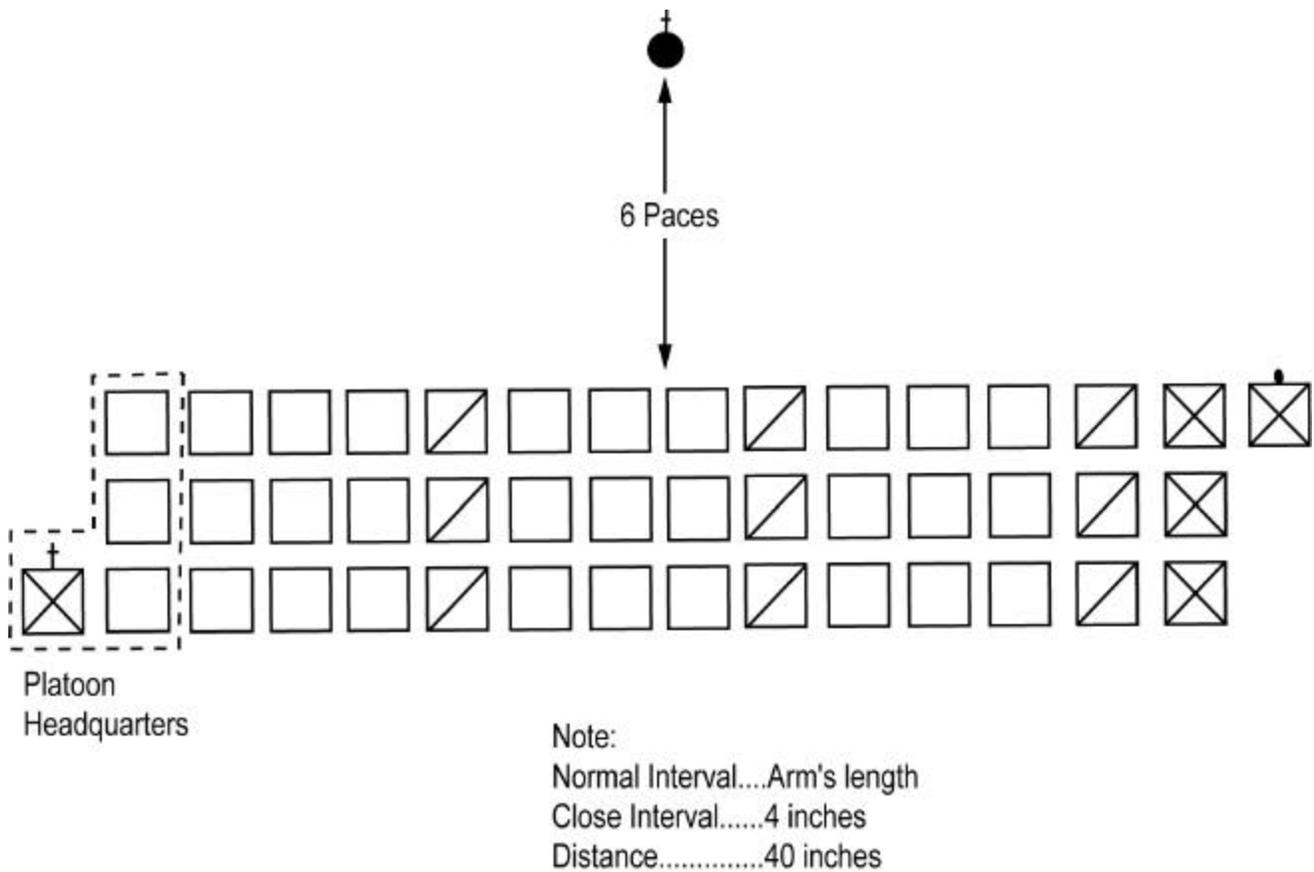


Figure 2

j. Change direction.

NOTES : The platoon changes direction in column from the halt or while marching at quick time.

When executing column movements to the right, the base element is the right flank squad. The left flank squad is the base element for column movements to the left.

If armed with rifles, the platoon executes these movements at port arms, right shoulder arms, or left shoulder arms.

(1) Execute a 90-degree change in direction.

- (a) *Unit leader.* Command, "**COLUMN RIGHT (LEFT), MARCH**"
- (b) *Platoon halted at attention.* On the command of execution "**MARCH**," execute the following:

NOTE: The squad leaders are all members of the leading rank.

1. *Base man of the leading rank .* Pivot 90 degrees to your right (left) on your right foot and step out in the new direction with your left foot. After executing the pivot and stepping off, immediately start half stepping with your next step.
2. *Remaining members of the leading rank .* Execute two right (left) obliques. The first oblique is executed on the next step after the command of execution is given without changing the interval. Execute the second oblique when opposite the new direction of march. Continue to take 30-inch steps in the new direction until you are abreast the right (left) flank member(s) of the rank, and then start half stepping with your next step. If you are the last member of the rank to come abreast, do not pick up the half step. When all members of the rank are abreast, step out in the new direction, taking 30-inch steps.
3. *Remaining ranks of the platoon.* Execute the same movements on the same ground as the leading rank.
4. *Guide.* Execute the same movements as the right flank squad leader. After executing column movements, the right flank squad leader will guide you to the right or left until you are directly in front of him again.

- (c) *Platoon on the march.* On the command of execution "**MARCH**," execute the following:

NOTE: The squad leaders are all members of the leading rank.

1. *Base man of the leading rank .* Pivot 90 degrees to your right (left) on your left (right) foot and then step out in the new direction with your right (left) foot. After executing the pivot and stepping off, immediately start half stepping with your next step.
2. *Remaining members of the leading rank .* Execute two right (left) obliques. The first oblique is executed on the next step after the command of execution is given without changing the interval. Execute the second oblique when opposite the new direction of march. Continue to take 30-inch steps in the new direction until you are abreast the right (left) flank member(s) of the rank, and then start half stepping with your next step. If you are the last member of the rank to come abreast, do not pick up the half step. When all members of the rank are abreast, step out in the new direction, taking 30-inch steps.
3. *Remaining ranks of the platoon.* Execute the same movements on the same ground as the leading rank.
4. *Guide.* Execute the same movements as the right flank squad leader. After executing column movements, the right flank squad leader will guide you to the right or left until you are directly in front of him again.

- (2) Execute a 45-degree change in direction.

- (a) *Unit leader.* Command, "**COLUMN HALF RIGHT (LEFT), MARCH**."

- (b) These column movements are executed in the same manner as if you were making a 90-degree change in direction, except you make a 45-degree change in direction.

- (3) *Unit leader.* Make slight changes in direction by giving the command "**INCLINE TO THE RIGHT (LEFT).**" This is not a precision movement and it is only executed while marching. The guide changes direction to the right or left as commanded by the unit leader.

- k. March to the oblique.

- (1) *Unit leader.* Command, "**RIGHT (LEFT) OBLIQUE, MARCH**."

- (a) *All platoon members.* On the command of execution "**MARCH**," take one more step forward, pivot 45 degrees to the right (left) on your left (right) foot, and step off in the oblique with your right (left) foot.
- (b) Continue to march in the oblique until given another command.

(2) The following are the only commands that you can be given while marching in the oblique:

(a) "**FORWARD, MARCH**."

- 1. This command is given to resume your original direction of march. The command of execution is given as the foot towards your original direction of march strikes the deck.
- 2. *All platoon member.* On the command of execution "**MARCH**," pivot on your right (left) foot 45 degrees to the left (right), and step off with your left (right) foot to your original direction of march.

(b) "**PLATOON, HALT**."

- 1. The command of execution is given as your left (right) foot strikes the deck when halting from the right (left) oblique.
- 2. *All platoon members.* On the command of execution "**HALT**," take one more step in the oblique direction, turn to your original front on your right (left) foot, and assume the position of attention by placing your left (right) foot against your right (left) foot.

(c) "**IN PLACE, HALT**."

- 1. The command of execution is given as either foot strikes the deck. This movement is only executed to halt you in the oblique temporarily for correcting errors.
- 2. *All platoon members.* On the command of execution "**HALT**," take one more step in the oblique direction, and assume the position of attention by placing your right (left) foot against your left (right) foot.
- 3. The only commands that can be given after halting in place are "**RESUME, MARCH**."
- 4. *All platoon members.* On the command of execution "**MARCH**," step off with your left foot and continue to march in the oblique direction.

(d) "**HALT STEP, MARCH**" and "**MARK TIME, MARCH**" are the final two movements that you can execute while marching in the oblique.

- 1. The only commands that can be given while executing these movements in the oblique are "**RESUME, MARCH**."
- 2. *All platoon members.* On the command of execution "**MARCH**," step off with your right or left foot and continue to march in the oblique.

1. Execute flanking movements.

(1) *Unit leader.* Command, "**BY THE RIGHT (LEFT) FLANK, MARCH**."

NOTES : These movements can either be executed from marching at normal interval or close interval.
When armed with rifles, execute these movements at port arms, right shoulder arms, or left shoulder arms.

(2) *Normal interval [all platoon members].* On the command of execution "**MARCH**," take one more step to the front, pivot 90 degrees to the right (left) on your left (right) foot, step off in the new direction of march with your right (left) foot, and continue to march.

(3) *Close interval [all platoon members].* On the command of execution "**MARCH**" execute the same movements as above, except for the following:

- (a) *Right or left flank squad.* Continue to take 30-inch steps after flanking to the right or left.
- (b) *Remaining squad.* Immediately start half stepping on your next step after executing the flank until a 40-inch distance is obtained between squads. Then step off with a 30-inch step and continue to march.

NOTE: All members of each squad will take the same number of half steps after flanking to the right or left.

m. Form a column of files from a column of threes.

(1) *Unit leader.* Command, "**COLUMN OF FILES FROM THE RIGHT (LEFT), MARCH.**"

NOTES : Depending on the direction of the movement, the squad leaders turn their head to the right or left when giving supplementary commands, preparatory commands, and commands of execution to their squad. This is done so that the entire squad can hear the commands.

When squad leaders are giving the same supplementary command together, they will simultaneously turn their heads to the right or left and give the command in unison.

Below is how you execute a column of files from the right. When executing a column of files from the left, replace third squad with first squad and first squad with third squad, and change movements and commands to the opposite direction (right changed to left).

(2) *Squad leaders.* Give the following supplementary commands after the unit leader's preparatory command and before the command of execution is given:

- (a) *Third squad leader.* Give the supplementary command "**FORWARD.**"
- (b) *Remaining squad leaders.* Give the supplementary command "**STAND FAST**" in unison.

(3) On the unit leader's command of execution "**MARCH.**" execute the following:

- (a) *Third squad leader and squad.* March forward until given another command.
- (b) *Second squad leader and squad.* Execute the following:
 1. *Second squad leader.* As the end of the third squad comes abreast, turn your head to the right and give the preparatory commands "**COLUMN HALF RIGHT**" and "**COLUMN HALF LEFT**" before giving the command of execution.
 2. *Second squad leader.* When the last Marine in the third squad comes abreast to you and his or her right foot strikes the deck, give the command of execution "**MARCH.**" On your command of execution, step off as in marching by pivoting 45 degrees to your right on your right foot while stepping off with your left foot. Take two steps, and then pivot 45 degrees to your left on your right foot, and continue to march following the third squad in file.
 3. *Second squad.* On the squad leader's command of execution, march forward and execute the same column movements on the same ground as the squad leader and continue to march until given another command.
- (c) *First squad leader and squad.* Execute the following:
 1. *First squad leader.* As the end of the second squad comes abreast, turn your head to the right and give the preparatory commands "**COLUMN HALF RIGHT.**"
 2. *First squad leader.* When the last Marine in the second squad executes his or her column half right and his or her right foot strikes the deck, give the command of execution "**MARCH.**" On your command of execution, step off as in marching by pivoting 45 degrees to your right on your right foot while stepping off with your left foot, following the last Marine in the second squad.

3. *First squad.* On the squad leader's command of execution, march forward and execute the same column movement on the same ground as the squad leader and continue to march until given another command.
4. *First squad leader.* Give the commands "**COLUMN HALF LEFT, MARCH**" so that after executing the column movement, your squad will be at a normal distance from the second squad following in file. On your command of execution, pivot 45 degrees to your left on your right foot and step off with your left foot, and continue to march.
5. *First squad.* On the squad leader's command of execution, continue to march in the oblique, execute the same column movement on the same ground as the squad leader, and then continue to march until given another command.

n. Form a column of threes from a column of files.

(1) *Unit leader.* Command, "**COLUMN OF THREES TO THE LEFT (RIGHT), MARCH**."

NOTES :

Depending on the direction of the movement, the squad leaders turn their head to the right or left when giving supplementary commands, preparatory commands, and commands of execution to their squad. This is done so that the entire squad can hear the commands.

Below is how you execute a column of threes to the left. When executing a column of threes to the right, replace third squad with first squad and first squad with third squad, and change movements and commands to the opposite direction (right changed to left).

(2) *Squad leaders.* Give the following supplementary commands after the unit leader's preparatory command and before the command of execution is given:

- (a) *Third squad leader.* Give the supplementary command "**STAND FAST.**"
- (b) *Second squad leader.* Give the supplementary command "**COLUMN HALF LEFT.**"
- (c) *First squad leader.* Give the supplementary command "**FORWARD.**"

(3) On the units leader's command of execution "**MARCH**," execute the following:

- (a) *Third squad.* Stand fast.
- (b) *Second squad.* Immediately execute the column half left.
 1. *Second squad leader.* As soon as you step off executing the column half left, start your preparatory command "**COLUMN HALF RIGHT.**" The command of execution "**MARCH**" is given as your right foot strikes the deck. On your command of execution "**MARCH**," take one more step to the oblique with your left foot, pivot 45 degrees to the right with your left foot, step off with your right foot, and continue to march. Your squad is now marching at a normal distance away from the third squad.
 2. *Second squad.* Execute the squad leader's column movements on the same ground as the squad leader, and continue to march until given another command.
 3. *Second squad leader.* Give the commands "**SQUAD, HALT**." Halt your squad so that each member of your squad is abreast of the original right flank Marine in his or her rank.
- (c) *First squad.* Immediately start marching forward.
 1. *First squad leader.* When your squad approaches the same ground as the second squad when it executed its column half left, give the commands "**COLUMN HALF LEFT, MARCH**." Give the command of execution "**MARCH**" as your left foot strikes the deck. On your command of execution "**MARCH**," take one more step to the front with your right foot, pivot 45 degrees to the left on your right foot, and step off in the oblique with your left foot.
 2. *First squad.* Execute the squad leader's column movement on the same ground as the squad leader.

3. *First squad leader.* When your squad has obtained normal interval from the second squad, give the commands "**COLUMN HALF RIGHT, MARCH**." Give the command of execution, "**MARCH**," as your right foot strikes the deck. Take one more step to the oblique with your left (right) foot, pivot 45 degrees to the right with your left foot, step off with your right foot, and continue to march. Your squad is now marching at a normal distance away from the second squad.
4. *First squad.* Execute the squad leader's column movement on the same ground as the squad leader, and continue to march until given another command.
5. *First squad leader.* Halt your squad so that each member of your squad is abreast of the original right flank Marines in his or her rank by giving the commands "**SQUAD, HALT**."

o. Form a column of twos from a column of threes as shown in figure 3.

- (1) *Unit leader.* Command, "**COLUMN OF TWOS FROM THE RIGHT (LEFT), MARCH**."

NOTES : Depending on the direction of the movement, the squad leaders turn their head to the right or left when giving supplementary commands, preparatory commands, and commands of execution to their squad. This is done so that the entire squad can hear the commands.

When squad leaders are giving the same supplementary command together, they will simultaneously turn their heads to the right or left and give the command in unison.

Below is how you execute a column of twos from the right. When executing a column of twos from the left, replace third squad with first squad and first squad with third squad, and change movements and commands to the opposite direction (right changed to left).

- (2) *Squad leaders.* Give the following supplementary commands after the unit leader's preparatory command and before the command of execution is given:
 - (a) *Second and third squad leaders.* Give the command "**FORWARD**" in unison.
 - (b) *First squad leader.* Give the command "**COLUMN OF TWOS TO THE LEFT**."
- (3) On the command of execution "**MARCH**," execute the following:
 - (a) *Second and third.* Immediately start marching forward.
 - (b) *First squad.* Immediately execute the following:

NOTE: See performance step 2 to count off.

1. *Squad leader and odd-numbered Marines of the squad.* Stand fast.
2. *Even-numbered Marines of the squad.* Face half left as in marching, take three steps, and face half right as in marching. March forward while maintaining normal interval until abreast of an odd-numbered Marine, and then halt.
3. *First squad leader.* After your squad completes the movements for the column of twos, give the commands that will cause your squad to execute a column half right and a column half left to follow the other two squads in column of twos.

p. Form a column of threes from a column of twos as shown in figure 3.

- (1) The commands to execute this movement are "**COLUMN OF THREE TO THE LEFT (RIGHT), MARCH**."

NOTES : Depending on the direction of the movement, the squad leaders turn their head to the right or left when giving supplementary commands, preparatory commands, and commands of execution to their squad. This is done so that the entire squad can hear the commands.

When squad leaders are giving the same supplementary command together, they will simultaneously turn their heads to the right or left and give the command in unison.

Below is how you execute a column of threes to the left. When executing a column of threes to the right, replace third squad with first squad and first squad with third squad, and change movements and commands to the opposite direction (right changed to left).

- (2) *Squad leaders.* Give the following supplementary commands after the unit leader's preparatory command and before the command of execution is given:
 - (a) *Second and third squad leaders.* Give the command "**STAND FAST**" in unison.
 - (b) *First squad leader.* Give the command "**COLUMN OF FILES FROM THE RIGHT.**"
- (3) On the unit leader's command of execution "**MARCH**," execute the following:
 - (a) *Second and third squads.* Stand fast.
 - (b) *First squad.* Immediately execute the following:
 1. *Members of the first squad.* Number one (squad leader) and number two Marines step off at the same time on the command of execution. If you are the number one Marine, march forward. If you are the number two Marine, face half right as in marching, take two steps, face half left as in marching, and follow the number one Marine at a normal distance.
 2. *Remaining odd- and even-numbered members of the first squad.* Step off in pairs, and execute the same movements as the number one and two Marines following in file at a normal distance.
 3. *First squad leader.* After your squad completes the movements for the column of files, give the necessary commands that will cause your squad to execute a column half left and a column half right. Your squad will be marching beside the other two squads at a normal distance.
 4. *First squad leader.* Halt your squad so that each member of your squad is abreast of the original right flank Marines in his or her rank by giving the commands, "**SQUAD, HALT.**"

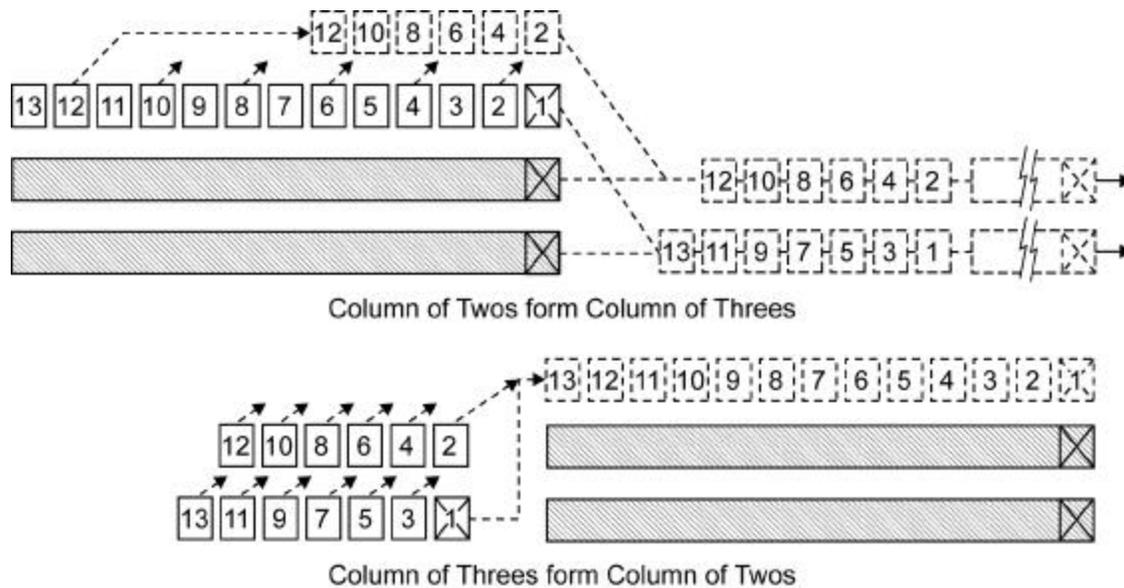


Figure 3

q. Close the interval while halted or on the march.

(1) *Unit leader.* Command, while halted or on the march, "**CLOSE, MARCH.**"

NOTE: The unit leader will designate any squad as the base element for this movement.

(a) Close the interval while halted. On the command of execution "**MARCH.**" execute the following:

1. *Base squad.* Stand fast.
2. *Remaining squads.* Execute right (left) steps until obtaining close interval.

(b) Close the interval on the march as shown in figure 4. On the command of execution "**MARCH.**" execute the following:

1. *Base squad.* Start half stepping on your next step after the command of execution is given.
2. *Remaining squads.* Oblique towards the base squad until obtaining close interval, then pivot back to your original direction of march. March forward until you are abreast of members of your original rank in the base squad. After becoming abreast of base squad members, begin half stepping.

(2) *All platoon members.* Continue to half step until given the commands "**FORWARD, MARCH.**" On the command of execution "**MARCH.**" resume marching at a quick-time cadence.

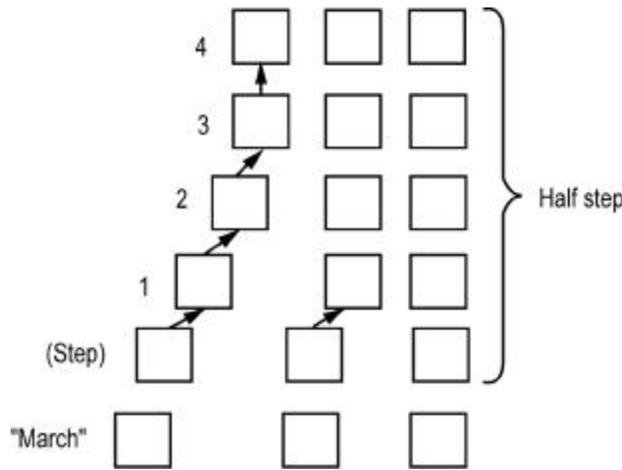


Figure 4

r. Extend the interval while halted or on the march.

(1) *Unit leader.* Command, while halted or on the march, "**EXTEND, MARCH.**"

NOTE: The unit leader will designate any squad as the base element for this movement.

(a) Extend the interval while halted. On the command of execution "**MARCH.**" execute the following:

1. *Base squad.* Stand fast.
2. *Remaining squads.* Execute right (left) steps until obtaining normal interval.

(b) Extend the interval on the march. On the command of execution "**MARCH.**" execute the following:

1. *Base squad.* Start half stepping on your next step after the command of execution is given.
2. *Remaining squads.* Oblique away from the base squad until obtaining normal interval, then pivot back to your original direction of march. March forward until you are abreast members of your original rank in the base squad. After becoming abreast of base squad members, begin half stepping.

(c) *All platoon members.* Continue to half step until given the commands "**FORWARD, MARCH.**" On the command of execution "**MARCH.**" resume marching at a quick time cadence.

s. Count off.

NOTE: Count off is only executed from order arms.

(1) Count off in line.

(a) *Unit leader.* Command, "**COUNT, OFF.**" On the command of execution "**OFF.**" execute the following:

1. *Guide.* Do not count off.
2. *Squad leaders.* Immediately shout "**ONE**" while keeping your head to the front.
3. *Remaining platoon members.* Immediately turn your head to the right. After the Marine to your right turns his head to the front and shouts out a number, you and your entire rank simultaneously turn your head to the front and shout out the next higher number in unison.

(b) This movement is executed from right to left at a quick-time cadence.

(2) Count off in column.

(a) *Unit leader.* Command, "**FROM FRONT TO REAR; COUNT, OFF.**" On the command of execution "**OFF**," execute the following:

1. *Guide.* Do not count off.

2. *Squad leaders.* Immediately and simultaneously turn your head to the right, then immediately return it to the front. After returning your head to the front shout, "**ONE**"

3. *Remaining platoon members.* Execute the same movements as the squad leaders, but shout out the next higher number after the Marine to your front has executed the head movements and shouted out a number.

(b) This movement is executed from front to rear at a quick-time cadence.

t. Form for physical drill.

NOTES: This movement is only executed from normal interval while a platoon is in column at the halt.

Execute this movement at trail arms. Automatically return to order arms after completing all facing and marching movements.

(1) *Unit leader.* Command in sequence, "**FROM FRONT TO REAR; COUNT, OFF,**" "**TAKE INTERVAL TO THE LEFT, MARCH,**" and "**EVEN NUMBERS TO THE RIGHT, MOVE.**"

NOTE: The count off portion of this movement is executed the same as counting off from front to rear.

(a) When taking interval, on the command of execution "**MARCH**," execute the following:

NOTES: The third squad is the base element for this movement.

The squad leaders are the base for cover.

1. *Base squad.* Stand fast.

2. *Second squad.* Face to the left as in marching, take two steps, halt, execute a right face, and cover on the Marine to your front.

3. *First squad.* Face to the left as in marching, take four steps, halt, execute a right face, and cover on the Marine to your front.

(b) When executing even numbers to the right, on the command of execution "**MOVE**," execute the following:

1. *All even-numbered Marines of the platoon.* Spring off your left foot to your right, land on your right foot, bring your left heel against your right, and assume the position of attention.

2. *All odd-numbered Marines of the platoon.* Stand fast.

NOTE: Cover is automatic when executing this movement.

(c) *Guide.* Execute the same movements as the even-numbered Marines of the third squad.

(2) Reform the platoon at normal interval in column. The commands to execute this movement are "**ASSEMBLE, MARCH**"

(a) On the command of execution "**MARCH**," execute the following:

1. *Odd-numbered members of the third squad.* Stand fast.

2. *Even-numbered members of the third squad.* Face to the left as in marching. March to your left until reaching your original position in your squad, halt, execute a right face, and cover on the Marine to your front.
3. *Even-numbered members of the second squad.* Stand fast.
4. *Remaining even- and odd-numbered members of the platoon.* Face to the right as in marching. March to your right until reaching your original position in your squad, halt, execute a left face, and cover on the Marine to your front.

(b) *Guide.* Execute the same movements as the even-numbered Marines of the third squad.

u. Take interval and assemble.

NOTES : This movement can either be executed from normal interval or close interval.
This movement will be executed at sling arms when armed with rifles.

(1) Obtain double-arm interval in line. The commands to execute this movement are "**TAKE INTERVAL TO THE LEFT (RIGHT), MARCH**"

NOTE: The first squad leader is the base for this movement.

(a) On the command of execution "**MARCH**" execute the following:

1. *Guide.* Face to the right as in marching, take approximately two steps, halt, face to the left, and then execute the same movements as falling in at normal interval. Simultaneously turn your head to the left and obtain proper alignment. After obtaining proper alignment, simultaneously lower your left arm and turn your head to the front.
2. *First squad leader.* Raise both arms to provide proper interval for the Marines on your right and left while keeping your head to the front. Make sure that your arms are parallel to the deck, fingers extended and joined, thumb along hand, and your palms toward the deck. Lower your right arm when the guide lowers his or her left arm, and then lower your left arm when the Marine to your left lowers his or her right arm.
3. *Remaining squad leaders.* Execute the same arm and hand movements as falling in at normal interval. Lower your left arm when the Marine to your left lowers his or her right arm.
4. *Remaining platoon members.* Execute the same marching and facing movements as if you were executing extend march in line, but after halting and facing to the front, execute the same arm movements as the first squad leader. Simultaneously turn your head to the right to obtain alignment. Lower your right arm after the Marine to your right has lowered his or her left arm, but keep your left arm up and head to the right. When the Marine to your left obtains proper interval and lowers his or her right arm, lower your left arm while simultaneously turning your head to the front.

(b) Cover is automatic when executing this movement.

NOTE: When returning to the position of attention after executing take interval while armed with a rifle, grasp the rifle sling with the right hand.

(2) Obtain normal interval from double-arm interval.

(a) *Unit leader.* Command, "**ASSEMBLE TO THE RIGHT (LEFT), MARCH**"

(b) This movement is executed in the same manner as if you were executing the movements for the commands "**CLOSE, MARCH**," except you will close to a normal interval instead of close interval.

3. *Execute the rifle manual of arms while on the march.*

a. Execute left shoulder arms from port arms.

NOTE: This is a two-count movement from port arms.

(1) On the command of execution “**ARMS**,” release the grasp of the left hand from the handguard and, with the right hand, carry the rifle to the left side rotating it a quarter turn counterclockwise.

(a) Place the rifle on the left shoulder.

(b) Grasp the butt of the rifle with the left hand.

(2) For the second count, move your right hand back to the right side and resume arm swing.

NOTE: Hold the rifle at a 60-degree angle from the deck.

b. Execute right shoulder arms from port arms.

NOTE: This is a three-count movement from port arms.

(1) On the command of execution “**ARMS**,” release the grasp of the right hand from the small of the stock and grasp the butt placing the heel of the butt between the first two fingers.

NOTE: The heel of the butt will be visible between the index and middle fingers.

(2) On the second count, release the grasp of the left hand from the handguard and carry the rifle to the right side. The left hand remains in contact with the rifle in order to assist in the movement.

(a) With the right hand, rotate the rifle a quarter turn counterclockwise and place the rifle into the right shoulder.

(b) Slide the left hand to the junction of the stock and receiver just below the charging handle, and guide the rifle into the shoulder with the left hand.

(c) The thumb and fingers of the left hand are extended and joined with the palm turned toward the body. The first joint of the left forefinger touches the rear of the receiver.

(d) The left wrist and forearm are straight, and the left elbow is held against the body.

(e) The grasp of the right hand is unchanged, and the right wrist and forearm are straight and parallel to the deck.

(f) The right elbow is held into the side with the upper arm in line with the back.

(3) On the third count, move your left hand back to the left side and resume arm swing.

NOTE: Hold the rifle at a 60-degree angle from the deck.

c. Execute port arms from left shoulder arms.

NOTE: This is a two-count movement from left shoulder arms.

(1) On the command “**PORT, ARMS**,” move your right hand up across your body and grasp your rifle at the small of the stock, just below the charging handle.

(2) For the second count, release the grasp of your left hand.

(a) Bring your rifle from your shoulder diagonally across your body with your right hand.

(b) Grasp the handguards just above the slip ring with your left hand and assume the position of port arms.

d. Execute port arms from right shoulder arms.

NOTE: This is a two-count movement from right shoulder arms.

- (1) On the command of execution "**ARMS**," pull the rifle butt back quickly with the right hand so the rifle comes off the right shoulder. At the same time, with the right hand, rotate the rifle a quarter turn clockwise so that the pistol grip is facing left.
 - (a) Allow the rifle to fall diagonally across the front of the body and bring the left hand up to smartly grasp the handguard with the sling included in the grip.

NOTE: Make sure the fingers of the left hand are joined in grasping the handguard, with the little finger in line with the slip ring but not touching it.

- (b) Keep the left wrist and forearm straight, with the left thumb on the inboard side of the rifle.
- (c) Hold your left elbow in against your body.

NOTE: The barrel of the rifle should bisect the angle formed by your neck and left shoulder.

- (d) The butt of the rifle should be in front of the right hip, and the grasp of the right hand on the butt should not change.
 - (e) The right arm should be nearly extended with the right elbow held against the body.
- (2) For the second count, release the grasp of the right hand from the butt and smartly re-grasp the small of the stock just below the charging handle.
 - (a) Join and wrap your fingers around the small of the stock with your thumb around the inboard portion.
 - (b) Keep your right wrist and forearm straight and parallel to the deck.
 - (c) Hold your elbows into your side and your upper arms in line with your back.

NOTE: The rifle should be about 4 inches from your body.

e. Execute right shoulder arms from left shoulder arms.

NOTE: This is a five-count movement from left shoulder arms.

- (1) On the command "**RIGHT SHOULDER, ARMS**," smartly and in the most direct manner, bring your right hand across your body and grasp the small of the stock.
 - (a) Join and wrap the fingers of your right hand around the small of the stock with your thumb wrapped around the inboard side.
 - (b) Hold your elbow down without strain.
- (2) For the second count, bring the rifle out of your left shoulder, rotating it a quarter turn clockwise.
 - (a) Release the grasp of your left hand from the rifle butt.
 - (b) Allow the rifle to fall diagonally across the front of your body.
 - (c) Smartly grasp the handguard with your left hand just above the slipring, including the sling in your grasp.
 - (d) Hold your elbows into your side, with your upper arms in line with your back. You should be at port arms.
- (3) For the third count, release the grasp of your right hand from the small of the stock and smartly grasp the butt of the rifle.
 - (a) Join your thumb and forefinger over the heel of your weapon.
 - (b) Join and wrap your remaining three fingers around the rifle butt.

- (4) For the fourth count, release the grasp of your left hand from the handguard.
 - (a) Carry the rifle to your right side.
 - (b) Keep your left hand in contact with the rifle to assist in the movement.
 - (c) Without loss of motion, rotate the rifle a quarter turn counter-clockwise.
 - (d) Place the magazine well against the hollow of your right shoulder.
 - (e) Allow your left hand to slide to the juncture of the stock and receiver just below the charging handle, where it is used to guide your rifle into your shoulder.
 - (f) Extend and join your thumb and fingers, with your palm turned toward your body.
 - (g) Keep your left wrist and forearm straight.
- (5) For the fifth count, smartly and in the most direct manner, return your left hand to your side and resume arm swing.

f. Execute left shoulder arms from right shoulder arms.

NOTE: This is a four-count movement from right shoulder arms.

- (1) On the command of execution "**ARMS**," pull the rifle butt back quickly with the right hand so the rifle comes off the right shoulder. At the same time, with the right hand, rotate the rifle a quarter turn clockwise so that the pistol grip is facing left.
 - (a) Allow the rifle to fall diagonally across the front of the body and bring the left hand up to smartly grasp the handguard with the sling included in the grip.

NOTE: Ensure the fingers of the left hand are joined in grasping the handguard, with the little finger in line with the sling but not touching it.

- (b) Keep the left wrist and forearm straight, with the left thumb on the inboard side of the rifle.
- (c) Hold your left elbow in against your body.

NOTE: The barrel of the rifle should bisect the angle formed by your neck and left shoulder.

- (d) The butt of the rifle should be in front of the right hip, and the grasp of the right hand on the butt should not change.
- (e) The right arm should be nearly extended with the right elbow held against the body.
- (2) For the second count, release the grasp of the right hand from the butt and smartly re-grasp the small of the stock just below the charging handle.
 - (a) Join and wrap your fingers around the small of the stock with your thumb around the inboard portion.
 - (b) Keep your right wrist and forearm straight and parallel to the deck.
 - (c) Hold your elbows into your side and your upper arms in line with your back.

NOTE: The rifle should be about 4 inches from your body.

(3) For the third count, release the grasp of the left hand from the handguard and, with the right hand, carry the rifle to the left side rotating it a quarter turn counterclockwise.

(a) Place the rifle on the left shoulder.

(b) Grasp the butt of the rifle with the left hand.

(4) For the fourth and final count, move your right hand back to the right side and resume arm swing.

NOTE: Hold the rifle at a 60-degree angle from the deck.

REFERENCE(S):

NAVMC 2691, *Drill and Ceremonies Manual*

TASK: **MCCS.04.01 (CORE) MAINTAIN MILITARY CLOTHING**

CONDITION: **GIVEN THE REQUIRED MILITARY CLOTHING, MARKING EQUIPMENT, CLEANING MATERIALS AND THE REFERENCES.**

STANDARD: **TO ENSURE STANDARDS OF SERVICEABILITY ARE MET PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources. The Marine is provided individual clothing, a ruler, and cleaning material.

Standard: The Marine must select properly fitting military clothing and mark, and maintain them.

PERFORMANCE STEPS:

1. *Ensure proper fit of clothing.*

NOTE: The proper fit of any uniform cannot be accomplished when the individual is standing at rigid attention; therefore, the individual should stand erect, but relaxed, with the arms hanging naturally at the sides.

a. *(Men) Long Sleeve and Short Sleeve Shirts*

NOTE: Neck size and sleeve lengths determine the fit of long sleeve shirts. The fit of a quarter length sleeve shirt is determined by the neck size.

- (1) The collar of the long sleeved shirt shall fit smoothly around the neck with 1/2 to 1 inch of ease.
- (2) On both shirts, there shall be ample room around the chest and shoulders to permit free use of the arms without binding.
- (3) The bottom edge of the cuff for the long sleeved shirt shall cover the wrist bone to a point 2 inches above the second joint form the end of the thumb. A tolerance of 1/2 inch plus or minus is acceptable.

b. *(Men) Service, Dress Blue and White Trousers*

NOTE: The trousers must fit without looseness or constriction.

- (1) Trousers shall be of sufficient looseness around the hips and buttocks to preclude gaping of the pockets and visible horizontal wrinkles in the front near the pelvis.
- (2) The trousers shall be of sufficient length to reach the juncture of the welt of the shoe in the rear. A variation of 1/4 inch above or below the welt is acceptable.
- (3) The legs of the trousers must hang straight from the seat so that fronts will rest on the top of the shoes with a slight break in the lower front crease. The front length of the trousers shall finish approximately 3/4 to 1 inch shorter than the back length.
- (4) There shall be 1/2 to 1 inch looseness for proper fit and comfort around the waist.

c. *(Men) Service and Dress Coats*

NOTES: The service coat is intended to be a semi-formfitting garment.

 The dress blue coat is intended to be a formfitting garment.

- (1) The length of the coat must extend below the crotch line approximately 3/4 inches.
- (2) The collar of the dress coat shall have 1/2 to 1 inch ease.

NOTE: Unless otherwise indicated herein, all other information is applicable to both the dress coat and the service coat.

- (3) The back of the coat should hang smoothly, with the rear vent and back seam affecting a straight vertical line.

- (4) The coat has been so designed that, when the waist seam is fitted directly on top of the web belt, a proper length for the coat will be attained. A coat of excessive length tends to cause the rear vent to flare open while a coat of insufficient length may create an excessive front overlap.
- (5) The horizontal edges of the front and rear panels shall be even; however, a tolerance of 1/4 inch is acceptable.
- (6) The collar should fit smoothly at the back. The shoulder padding of the coat should extend approximately 1/2 inch beyond the outer edge of the shoulder joint, thereby providing a straight appearance with the upper part of the sleeve. There should be no constrictive binding at the armhole.
- (7) The service and dress coats should rest easily on the chest without bulges. The front collar and lapels of the service coat should give a smooth appearance.
- (8) The left side of the front closure on the coat should overlap the right side by approximately 3 to 4 inches. Same with rear vent, the left side should overlap the right side by approximately 3 to 4 inches.
- (9) The coat sleeve shall extend to a point 1 inch above the second joint from the end of the thumb, plus or minus 1/4 inch, and must cover the shirt cuff edge.

d. (*Men/Women*) All-weather Coat

- (1) The sleeve of the coat shall extend beyond the undergarment sleeve by 1/2 inch plus or minus 1/4 inch.
- (2) The all-weather coat with the zipper liner attached shall fit smoothly across the chest and shoulder blades but shall have a noticeable fullness at the back waist, providing a pleated effect of the material under the belt.
- (3) The target length of the coat should be to a point midway between the knee and mid-calf.
- (4) The belt shall pass through the buckle to the wearer's left, adjusted loosely enough to provide a smooth appearance, maintained in a horizontal position, and not sagging at the center front and back. The belt length varies depending on the undergarments worn and if the liner is used. Therefore, the belt length shall be a minimum of 1 inch past the belt keeper to a maximum of 1-1/2 inches past the left belt loop of the coat.
- (5) The back of the collar shall cover all sub-garment collars.

e. (*Men/Women*) The Camouflage Uniform

- (1) The coat should have sufficient looseness in the body to allow ease of movement. The sleeve shall be long enough to cover the wrist bone.
- (2) The waist and seat of the trousers shall be loose enough to prevent binding or restriction of movement. The legs of the trousers shall be long enough to reach the ankle bone to allow for blousing over the boot. There is no prescribed maximum length for these trousers.

NOTE: The buttons on the coat and trouser pockets may be removed and replaced with Velcro at the wearer's option.

f. (*Men*) Frame, Garrison, and Utility Covers

- (1) *Frame cover.* The frame cover shall fit snugly and comfortably around the largest part of the head. The lower band of the frame shall rest high enough on the head to preclude the top of the head forcing the cover above the natural tautness of the cover. The front view of the frame shows the bottom of the visor to be slightly (approximately 1/2 inch) above the eye level of the wearer.
- (2) *Garrison cover.* The fit around the head shall be adequate to place the cap on the head but will not cause the top or front/rear contour of the cap to "break." The cap is worn centered or slightly tilted to the right.
- (3) *Camouflage utility cover.* The utility cover should be fitted to the head measurement and shall be worn centered on the head, sweatband parallel to the deck, with the bottom front edge of the visor even with the horizontal plain of the eyebrows.

g. (Men/Women) Dress Shoes and Combat Boots

NOTE: The basic goal of proper fitting is to ensure maximum comfort and minimum foot injury. In general, the proper fit may be considered as a fit in which the foot is held securely in the shoe from the lacing at the instep to the heel, but with sufficient room in the forepart for the foot to be free from restriction.

- (1) *Checking the arch fit.* Position the left hand on the right shoe/boot and the right hand on the left over the instep with the thumbs on the outer side and the fingers pressing firmly against the inner arch close to the outer soles on the inner side of the shoe/boot. Ensure that the shoe/boot fits snugly against the arch – not tight – but free from excessive wrinkles or fullness.
- (2) *Checking the ball joint position.* Locate the ball joint with the thumb of each hand. When correctly positioned, the ball joint shall lie in the area approximately opposite the widest portion of the footwear, just ahead of the curvature of the outer sole into the shank under the arch. One of the essentials of a good fit is that the widest point of the foot should come exactly at the widest point of the footwear and that the break of the vamp should fall directly across the toe joints. In other words, the foot and the footwear should function as a single unit.
- (3) *Checking the width.* Press both thumbs against the lower inner and outer positions of the footwear, and slowly work each thumb towards the center until they almost meet. Ensure that the foot fills the footwear without excessive tightness. Do not fit too snugly, anticipating that the footwear will stretch; however, excessive fullness should also be avoided.
- (4) *Checking the length.* Check each item of footwear separately for length. Ensure that there is a clearance for space of at least 1/2 inch between the end of the longest toe and the end of the footwear. A space of up to 1 inch at the end of the toe is acceptable, provided the ball joint is in the proper position.

h. (Men/Women) Wool Service/Dress Sweater

- (1) The sweater is a pullover type, designed to fit snug without excessive looseness. The loose weave of the sweater allows for proper fit when the chest size is fitted. One size larger may be required for some individuals with longer arms or larger shoulders. The sleeves should cover the long sleeve shirt cuff and may be turned up if necessary. The bottom may be turned under but should be sufficient length to cover the waistband of the garment being worn.

i. (Women) Long Sleeve and Short Sleeve Shirts

- (1) The shirt is designed as a semi formfitting garment. The shirt should fit smoothly over the bust and be comfortable through the shoulders. The armholes should not bind.
- (2) The shirt should fit smoothly over the bust without strain and blousing at the waist. If the shirt blouses at the waistline, a shorter shirt of the same size may be necessary. The shirt should fit smoothly over the upper hips and not ride up or be too loose.
- (3) The shoulder seams shall not extend beyond the natural shoulder line. If the shoulder seams hang off the shoulders, the next smaller size should be tried.
- (4) The sleeve length of the short-sleeved shirts should be the right length if it is the proper size shirt. The long sleeved shirt shall cover the wrist bone to a point 2 inches above the second joint from the end of the thumb.

j. (Women) Service, Green, Dress Blue and Dress White Slacks

- (1) *Rise.* The slacks must fit without looseness or constriction. A short rise results in tightness and discomfort in the seat area; a long rise results in a baggy seat and crotch which results in an unsightly appearance. The bottom of the waistband should be atop of the hipbone, plus or minus 1/2 inch.
- (2) *Hem.* The maximum authorized hem shall be 3 inches.
- (3) *Length.* The slacks shall be of sufficient length to reach the juncture of the welt of the shoe in the rear. A variation of 1/2 inch above the welt is acceptable. When slacks have been properly hemmed, they must hang straight from the seat so that the front length should finish 3/4 to 1 inch shorter than the back.

k. (Women) Service, Green and Dress Blue Coats

- (1) The coat should fit smoothly but not tightly across the bust and shoulders. The individual should be able to move both arms freely. The entire back should mold smoothly over the back from the neck to the hem edge with no wrinkles in the waist area.

NOTE: Because of the many different body types, it is not always possible to have a coat that will present a perfectly smooth fitting front and back. When this is the case, a decision must be made as to which is the most desirable. Generally, it is preferable to have a smooth appearance in the back.

- (2) The left side of the front closure on the coat should overlap the right side by approximately 3 to 4 inches. Same with rear vent, the left side should overlap the right side by approximately 3 to 4 inches.
- (3) Flares that are considered excessive and adversely affect the overall appearance shall be decreased.
- (4) *Front.* The coat should fit smoothly over the bust without strain and without blousing at the waist. The coat should easily fit through the waist, extending to a smooth flare over the hips, allowing the 2-inch overlap in the center front to hang evenly.
- (5) *Shoulder.* The shoulder should be fitted so the shoulder edge of the garment does not extend beyond the natural shoulder edge. The shoulder seam should rest directly on top of the shoulders.
- (6) *Sleeves.* The sleeves should fit smoothly when the arm hangs straight at the side. The sleeve length should be approximately 1 inch above the second joint from the end of the thumb and of sufficient length to cover the long-sleeve shirt.
- (7) *Length.* The old style coat should be of sufficient length to cover the skirt zipper; e.g., 1/4 inch below the skirt zipper or 7 inches below the natural waistline. The length of the new style coat with rear vent is determined by the height of the individual being fitted and may vary due to body type.
- (8) *Collar.* The collar should fit smoothly and closely at the back of the neck.

l. (Women) Service Green, Dress Blue, and Dress White Skirts

- (1) *Hips.* The skirt should mold smoothly but not tightly over the hips.
- (2) *Waist.* The waistline should fit easily and not tightly.
- (3) *Side Seams.* Side seams must be centered at the sides and hang straight from the waistline to the hem.
- (4) *Length.* The length of the skirt shall be one that is appropriate for the appearance of the uniform and the appearance of the individual. However, skirts shall be knee length (not more than 1 inch above the top of the knee cap or more than 1 inch below the bottom of the knee cap).

m. (Women) Garrison, Service, Dress White, and Utility Covers

NOTE: The cover should be fitted by head size with the hairstyle being within regulation. The covers should fit snugly but not tightly, and should not pucker or wrinkle across the top. It is important that each cover be fitted, as an individual may not always wear the same size in all covers.

- (1) *Service and Dress.* These caps shall be centered and worn straight with the tip of the visor in line with the eyebrows. The bottom edge of the visor should be slightly (approximately 1/2 inch) above the eye level of the wearer.
- (2) *Garrison Cover.* The garrison cover shall be worn centered on the head, sweatband parallel to the deck, with the bottom front edge of the visor even with the horizontal plain of the eyebrows.
- (3) *Utility Cover.* The utility cover shall be worn centered on the head, sweatband parallel to the deck, with the bottom front edge of the visor even with the horizontal plain of the eyebrows.

n. Oxford Shoes

NOTE: The basic goal of fitting the oxford is to ensure maximum comfort. Individuals, in all cases, have the final approval on the proper fit of their oxfords. Oxfords shall be fitted over authorized hosiery.

- (1) *Length.* Each shoe must be checked separately for length. A space of 1/2 inch should exist between the end of the longest toe and the end of the shoe. The length should be checked not only when the foot is flat on the floor but also when the foot is bent.
- (2) *Width.* The width of the oxford across the widest part in front and heel should be checked with the foot bent as well as flat on the floor. The foot should fill the shoe snugly but not tightly. Pads may be added for a snugger fit, especially in the heel.

o. Maternity Uniforms

- (1) The length of the skirts, slacks, and sleeve length of long sleeve shirts shall be the same as the service uniform.
- (2) The utility uniform will be worn under the same general regulations and with the same components as the standard uniform except that the web belt will not be worn.

2. *Mark individual clothing.*

NOTES: Do not mark articles of organizational clothing.

Do not mark articles issued on a memorandum of receipt.

Do not re-mark clothing marked according to previously published instructions until those markings become illegible.

Appropriate remarks for re-marking will be entered on the administrative remarks page of the service record book.

Do not re-mark clothing with new legal name until prior markings become illegible.

Marks should not be visible when clothing is worn.

Marks should be a size appropriate to the article of clothing to fit the space available for marking.

Marks should be block letters no more than 1/2 inch in size.

(Light colored materials and utility uniform) Mark name in black.

(Dark-colored material) Mark name in white.

Do not use (no regulation) sewn-on nametapes or embroidered nametags on the outside of utility uniforms.

- a. Block out or use a commercial eradicator to obliterate markings in articles from a prior ownership.
- b. Designate new ownership according to instructions.
- c. Use commercially manufactured nametags or print or stamp your name on white tape (other than adhesive tape).
 - Mark clothing as follows:
 - (a) Bag, duffel -- Outside, bottom of the bag
 - (b) Belts (except trouser belts) -- Underside, near the buckle end
 - (c) Belts, trouser (web-type) -- One side, near the buckle end
 - (d) Caps -- Inside, on the sweatband
 - (e) Coats -- Inside, on the neckband
 - (f) Cover, cap -- Inside, on the band
 - (g) Drawers -- Outside, front, immediately below the waistband, near the front

- (h) Gloves -- Inside, at the wrist
- (i) Handbag -- On the space provided
- (j) Havelock, plastic -- Underside of the sweatband
- (k) Liner (all-weather coat) -- Centered, near the top
- (l) Neck tabs -- Underside, near left end
- (m) Neckties -- Inside of the neck loop
- (n) Hook-on ties -- Inside, near the top
- (o) Scarf -- Parallel to the width of the scarf, near the end
- (p) Shirts -- Inside the neckband
- (q) Shoes/boots -- Inside, near the top
- (r) Socks -- Outside, on the top of the foot
- (s) Sweater -- Stamped on label or use nametape sewn with olive green thread to the inside back of sweater below the neckband.
- (t) Trousers, skirts, slacks -- Inside, near the top
- (u) Undershirts -- Inside back, near the neckband
- (v) Trunks -- inside, immediately below the waistband

3. *Clean clothing.*

- a. The following information will help prolong the useful life of uniforms and accessories so that they may be worn with the justifiable pride that distinguishes Marines in uniform.
 - (1) No matter how well fitting a uniform is when new, it will not continue to look its best unless well cared for both during wear and when not in use.
 - (2) A uniform should be put on carefully and kept buttoned.
 - (3) Do not carry large or heavy objects in the pockets because they will soon destroy the shape of the uniform.
 - (4) Uniforms not in use should be carefully placed on hangers and kept in a well-ventilated storage space, using well-constructed wooden hangers shaped to fit the shoulder contour and locking trouser bar or clips.
 - (5) Uniforms folded in duffel bags or other containers for storage or shipment should be folded carefully to preserve their original shape.
- b. Dress uniforms
 - (1) Store in an airtight plastic clothing bag enclosed with a packet of desiccant (drying agent) for protection.
 - (2) Place the uniform carefully on a hanger and store in a dry, cool well-ventilated closet.
 - (3) Keep embroidered insignia bright by occasional scrubbing with a nailbrush and a solution of ammonia and water. Do this periodically or as soon as any signs of tarnish or corrosion appears. In case of severe corrosion, the insignia cannot be restored to its original condition and must be replaced.
 - (4) Use a soft cloth to remove dust from gold braided accessory items. The synthetic tarnish-resistant gold braided accessory items do not require heavy cleaning.

- (5) Store gold braided items as required to protect the uniform fabric itself. Temperature changes do not affect these items.
- (6) Clean and remove medals, insignia, and other accessories from the uniforms when not in use to reduce unnecessary strain on the material.

c. Service Uniforms

NOTE: The same care required for dress uniforms is applicable to service uniforms. However, due to more constant use, some additional measures may prove beneficial. As heat, friction, and pressure have a deteriorating effect on materials, service uniforms generally show more wear at creased areas. This may be partially offset by periodically pressing out old creases and reforming them slightly to either side of the previous crease.

- (1) Periodically examine and turn, if material permits, sleeve and trouser cuffs, and slacks and skirt hem.
- (2) Dry clean to preserve the original appearance and finish of wool and polyester blends and pure wool garments instead of hand laundering.

NOTE: When dry cleaning facilities are not available, and only as a last resort, wool and polyester blends and pure wool uniforms may be hand laundered.

- (3) Hand launder as prescribed below.
 - (a) Use a neutral soap and fresh lukewarm water 70⁰F to 80⁰F.
 - (b) Add small amounts of water softener to the water if hard water is used.

NOTE: Do not use chlorine bleach.

- (c) Lather up thick suds for best results.
- (d) Make sure the soap is thoroughly dissolved in hot water and added to the cool water to reach a temperature of approximately 70⁰F to 80⁰F.
- (e) Minimize rubbing to preserve the finish.
- (f) Rinse thoroughly to remove all traces of soap.
- (g) Avoid high temperatures, friction, and pressure as much as possible.
- (h) Never run clothing through a wringer or twist to remove the excess water before drying.
- (i) After washing the garment, squeeze gently to remove surplus water, shape garment by hand, and dry in the open air.

NOTE: Colored garments should not be hung in the sun to dry. If this is unavoidable, garments should be turned inside out to dry.

- (4) Uniform items manufactured of polyester and cotton blend should not be bleached or starched.

d. Utility Uniforms

- (1) Use the lowest possible temperature setting so that at no time will the garment be exposed to temperatures greater than 130⁰F during the washing, drying, and finishing cycle.
- (2) Use local laundry facilities only to wash and dry camouflage utilities. Any pressing required will be the individual Marine's responsibility.
- (3) Washing instructions are provided to Marine Corps laundries, commercial laundries, exchange concessionaires, and individual Marines who wash their own utilities. Instructions are posted where washers and dryers are installed in the barracks and other laundry facilities on the base.
- (4) The camouflage uniform is designed for field wear and should be loose fitting and comfortable. Starching, sizing, or otherwise artificially stiffening the uniform, other than pressing, is prohibited.

e. Green Undershirts

NOTE: Although the dyed cotton material used in green undershirts has a strong tendency to fade, proper laundering and care will eliminate or reduce the probability of this occurring. However, fading and discoloration alone does not render the green undershirt unserviceable.

- (1) Use the permanent press cycle or hand wash in cold or warm water to launder your green undershirt. Avoid the use of bleach or detergents that contain bleaching agents.
- (2) Tumble dry on the permanent press cycle, drip-dry on a rust-proof hanger, or line dry away from the sun's direct rays.
- (3) Make sure the undershirt is not exposed to oxidizing agents such as benzoyl peroxide (used in most acne medications). This will cause spots that cannot be removed without ruining the shirt.

f. All-weather Coat (AWC) and Tanker Jacket

- (1) Dry clean only.
- (2) Apply a water repellency treatment after four or five dry cleanings.

g. Buttons and Insignia

NOTE: Gold buttons are plated to prevent tarnishing and should not be polished with abrasives or polishing cloths containing chemicals.

- (1) Clean buttons with a weak solution of household ammonia and water.
- (2) Maintain your gold-plated buttons by rubbing gently with acetic acid or vinegar and thoroughly wash in fresh water.
 - (a) Gold-plated buttons that have had the plating removed are likely to turn green due to exposure to moist air. This can be removed by rubbing gently with acetic acid or any substance containing this acid such as vinegar followed by a thorough washing in fresh water and drying.
- (3) Allow buttons to dry completely.
- (4) Do not use polish on service insignia. If the black finish wears off, replace the insignia or refinish with USMC-approved, liquid, black, protective coating as sold through the Marine Corps exchange.

NOTE: Use of paints or other unapproved coloring agents is prohibited.

h. Footwear

- (1) Maintain leather footwear as follows to ensure maximum wear and to protect the healthy, sanitary condition of the feet.
 - (a) Maintain shoe shape by using shoetrees.

- (b) Sprinkle foot powder liberally inside shoes to absorb any moisture.
- (c) Inspect constantly to ensure prompt repair to avoid breakdown of the upper leather.
- (d) Keep your shoes free of sand, dirt, grit, and other substances that have a deteriorating action on shoe threads and shoe leather.
- (e) Clean the leather uppers periodically with saddle soap to preserve the leather.

NOTE: Dubbing should never be used on footwear because such compounds seal the pores of the leather and cause excessive perspiration.

(2) Maintain synthetic leather shoes as follows.

- (a) Wipe with a damp cloth or sponge.
- (b) Use regular shoe polish, paste wax, cream, or liquid occasionally to increase the shine.
- (c) Cover abrasions or scuffmarks with paste wax shoe polish.
- (d) Remove excess dust and dirt before polishing.
- (e) Use liquid polish with care to avoid streaking.
- (f) Remove stains as soon as possible and then clean.
- (g) Use lighter fluid for stubborn stains, if necessary.

NOTES: Do not use chlorinated cleaners, bleaches, or harsh abrasives.

For cleaning, never use acetone, nail polish remover, chlorinated dry cleaning solvents, or alcohol. When in doubt about a cleaner or polish, try a little on the instep close to the sole.

i. Khaki Web Belts

NOTE: When belts are laundered, shrinkage is a normal reaction of untreated webbing. To compensate for shrinkage, the belts are manufactured 3 inches longer than the waist size.

- (1) Wash your web belts at least three times before cutting to actual waist size.
- (2) Hand stretch your belt while still wet to prevent excessive shrinkage after laundering.

j. (Women) Service and Dress Cap

- (1) Use the packaging material (tissue paper and chipboard cylinder) as it was originally used for storing.
- (2) Fit the cap snugly within the box.
- (3) Use tissue paper to prevent the cap from shifting and to support the crown.
- (4) Place the chipboard cylinder flat (not on edge) within the crown to afford additional support.

k. Service Sweater

- Dry cleaning the service sweater is recommended. However, the sweater may be hand laundered following the guidance in subparagraph b on the previous page for service uniforms.

l. White Vinyl Frame Caps and Covers

- (1) Clean with a soft brush (for light dirt and dust) or with a soft cloth dipped in warm soapy water.
- (2) Brush or clean in the direction of the grain of the vinyl.

m. Maternity Uniforms

- (1) Dry clean the maternity tunic, slacks, and skirt or wash as prescribed below.
 - (a) Wash in warm water on the gentle cycle with mild detergent and allow to drip dry.
 - (b) If the dryer has an air cycle with no heat, tumble dry.

NOTES: Do not bleach.

Do not wash with other dark clothes.

- (c) If touch-up pressing is desired, use a cool iron.
- (2) Maintain the shirts and the camouflage work utility in the same manner as the equivalent standard uniform items.

n. Repair cuts in uniform cloth.

- A clean cut in a cloth uniform can be rewoven with threads drawn from the material in another part of the garment. This must be done by an experienced tailor and is an expensive process; however, a well-rewoven cut cannot be noticed.

o. Prevent moth and silverfish damage.

- (1) Brush and expose clothing to sunshine and fresh air.
- (2) If uniforms are to be put away for a long time and left unattended, thoroughly clean and pack in an airtight plastic bag or protect from moth damage with camphor balls, naphthalene, cedar wood, or paradichlorobenzene.

4. Maintain prescribed quantities of clothing.

a. Minimum requirements list for men

QUANTITY	ARTICLES
01	BAG, DUFFEL: with carrying strap
02	BELT, TROUSERS: web, khaki
01	BOOT, COMBAT: infantry, black, pair
01	BOOTS, HOT WEATHER: combat, black or green, pair
01	BUCKLE: for belt (coat)
02	BUCKLE: for belt, web, khaki
02	BUTTON INSIGNIA: black, metal, 27-line, screw post
02	BUTTON INSIGNIA: gold, 27-line, screw post
02*	CAP, COMBAT: woodland camouflage pattern
01**	CAP, GARRISON, MAN'S: all-season or polyester/ wool
01	CLASP, NECKTIE
04*	COAT, COMBAT: woodland camouflage pattern, with Marine Corps emblem decal, embroidered name tape, and embroiled "U.S. MARINES" service tape
01***	COAT, MAN'S: all-weather
01	CROWN, SERVICE CAP: all-season or polyester/wool, green
01	CROWN, SERVICE CAP: polyester/rayon, white
06	DRAWERS, MAN'S: cotton, white, pair
01	FRAME, SERVICE CAP
01	GLOVES: leather, black, pair
01	INSIGNIA, BRANCH OF SERVICE: cap, black, screw post
01	INSIGNIA, BRANCH OF SERVICE: cap, black, screw post, left
01	INSIGNIA, BRANCH OF SERVICE: cap, gold, screw post
01	INSIGNIA, BRANCH OF SERVICE: collar, black, pair
02	NECKTIE: khaki
03	SHIRT MAN'S: polyester/wool or polyester/cotton, khaki, long sleeve
03	SHIRT MAN'S: polyester/wool or polyester/cotton, khaki, quarter-length-sleeve
01****	SHOES, DRESS: black, pair
04*****	SOCKS, LINER: polyester/nylon, black, pair
06	SOCKS: with cushion sole, black or green, pair
01	SWEATER: pull-over, olive green
04*	TROUSERS, COMBAT: woodland camouflage pattern, pair with embroidered name tape
02***	TROUSERS, MAN'S: all-season or polyester/wool, green, pair
01	TROUSERS, MAN'S: all-season or wool gabardine, blue, pair (with scarlet stripe for NCOs only)
01*****	TRUNKS, GENERAL PURPOSE: nylon, olive green, pair
06	UNDERSHIRT: cotton, green
03	UNDERSHIRT, MAN'S: cotton, white, crew-neck

* The poplin camouflage, nylon/cotton, or cotton woodland camouflage pattern cap, coat, and trouser may be used to satisfy the requirement for these items. Caps, coats, and trousers of the nylon/cotton and cotton hot weather (rip-stop) fabric may be mixed.

** Garrison caps of either the polyester/wool or all-season fabric may be worn with service uniforms of any authorized fabric.

*** The coat and one pair of trousers must be of the same fabric; they may both be of the polyester/wool or all-season fabric. The other pair of trousers may be polyester/wool or all-season.

**** Poromeric (synthetic leather) dress shoes or standard issue leather dress shoes satisfy minimum requirements.

***** Any black dress sock will satisfy minimum requirements.

***** Olive green trunks of any material may be used to satisfy the requirements for this item (this is at the individual's option and expense).

b. Minimum requirements list for women

QUANTITY	ARTICLES
01	BAG, DUFFEL: with carrying strap
02	BELT, TROUSERS: web, khaki
01	BOOT, COMBAT: infantry, black, pair
01	BOOTS, HOT WEATHER: combat, black or green, pair
01	BUCKLE: for belt, web, khaki
02*	CAP, COMBAT: woodland camouflage pattern
01**	CAP, GARRISON, WOMAN'S: all-season or polyester/wool green
01***	CAP, SERVICE, WOMAN'S: all-season or wool serge, green
04*	COAT, COMBAT: woodland camouflage pattern, with Marine Corps emblem decal, embroidered name tape, and embroiled "U.S. MARINES" service tape
01****	COAT, WOMAN'S: all-season or polyester/wool
01	COAT, WOMAN'S: all-weather
01	GLOVES: leather, black, pair
01	INSIGNIA, BRANCH OF SERVICE: cap, black, screw post
01	INSIGNIA, BRANCH OF SERVICE: cap, black, screw post, left
01	INSIGNIA, BRANCH OF SERVICE: cap, gold, screw post
01	INSIGNIA, BRANCH OF SERVICE: collar, black, pair
01	NECK TAB, WOMAN'S: black
01	NECK TAB, WOMAN'S: green
03	SHIRT WOMAN'S: polyester/wool or polyester/ cotton, khaki, long-sleeve
03	SHIRT WOMAN'S: polyester/wool or polyester/ cotton, khaki, short-sleeve
01	SHOES, DRESS: oxford, black, pair
01	SHOES, DRESS: pump, black, pair
02****	SHIRT, WOMAN'S: all-season or polyester/wool, green
01	SKIRT, WOMAN'S: all-season or wool gabardine, blue
01*****	SLACKS, WOMAN'S: all-season, blue
01****	SLACKS, WOMAN'S: all-season or polyester/wool, green
04*****	SOCKS, LINER: polyester/nylon, black, pair
06	SOCKS: with cushion sole, black or green, pair
01	SWEATER: pull-over, olive green
04*	TROUSERS, COMBAT: woodland camouflage pattern, pair with embroidered name tape
01*****	TRUNKS, GENERAL PURPOSE: nylon, olive green, pair
06	UNDERSHIRT: cotton, green

* The poplin camouflage, nylon/cotton, or cotton woodland camouflage pattern cap, coat, and trouser may be used to satisfy the requirement for these items. Caps, coats, and trousers of the nylon/cotton and cotton hot weather (rip-stop) fabric may be mixed.

** Garrison caps of either the polyester/wool or all-season fabric may be worn with service uniforms of any authorized fabric.

*** Service caps of either the wool serge or all-season fabric may be worn with service uniforms of any authorized fabric.

***** The coat, one skirt, and slacks must match; they may be polyester/wool or all-season fabric. The other skirt may be polyester/wool or all-season.

***** Required by personnel who entered the Marine Corps on or after 1 October 1998, the mandatory possession date is 1 October 2000.

***** Any black dress socks will satisfy minimum requirements.

*****Olive green trunks of any material may be used to satisfy the requirements for this item (this is at the individual's option and expense).

5. *Inspect clothing.*

- Upon completion of the previous performance steps, you should have the proper understanding to inspect clothing.

REFERENCE(S):

MCO P1020.34, *Marine Corps Uniform Regulations w/change 2*
FM 21-15, *Care and Use of Individual Clothing and Equipment*
MCBUL 10120, *Clothing Allowance for Enlisted Personnel*
TM-10120-15/1B, *Uniform Fitting and Alterations*

TASK: **MCCS.04.02 (CORE) MAINTAIN INDIVIDUAL EQUIPMENT**

CONDITIONS: **GIVEN THE REQUIREMENT.**

STANDARDS: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: Given an issue of individual equipment and cleaning supplies.

Standard: To ensure standards of serviceability are met per the reference.

PERFORMANCE STEPS:

1. Clean equipment.

NOTE: Proper maintenance of individual equipment prolongs wear and serviceability.

a. Canvas Items

- (1) Clean canvas by dipping it vigorously in a pail of warm water containing mild soap or detergent.
- (2) Scrub persistent stains or spots with white or colorfast cloth, using warm, soapy water or detergent solution.

NOTE: Using chlorine bleach, wet stiff brushes, cleaning fluids, or dyes will cause discoloration.

- (3) Dry canvas in a shaded area or indoors.
- (4) Avoid direct sunlight which will discolor canvas.
- (5) Clean canvas that has fiberboard or plastic stiffeners with a damp, soft brush and cool water only.

b. Web equipment (belt, cartridge, or pistol and straps for helmet (helmet liner, pack, lanyards, suspenders))

- (1) Clean web equipment the same way you clean the canvas equipment.
- (2) Do not use chlorine, cleaning fluid, or dye.
- (3) Rinse soap completely from the item after cleaning.
- (4) Stretch the item back to its original shape as it dries.
- (5) Dry indoors, in a shaded area, away from direct sun.
- (6) Do not launder or dry web equipment in automatic laundry equipment.

c. Poncho and protective mask

- (1) Wipe your soiled coated items with a clean cloth.
- (2) Shampoo the items by hand with a soft-bristle brush, using warm water and a mild soap or synthetic detergent.
- (3) Rinse thoroughly.
- (4) Do not machine wash, machine dry, or hot press iron-coated items.

d. Plastic canteen (polyethylene/1 quart) and metal canteen cup

- (1) Wash your canteen and cup with warm, soapy water.
- (2) Rinse your canteen thoroughly.
- (3) Keep your canteen drained and dry when not in use.

- (4) Replace the cap with the M-1 drinking device, when required for use with the protective mask.
- (5) Do not put your plastic canteen near an open flame, burner plate, or any other source of heat.
- (6) Scrub your metal cup as soon as possible after use, and dry it over an open flame or a hot plate to avoid discoloration of the metal.

e. Kevlar helmet

- (1) Use your helmet for its intended purpose.
- (2) Do not use your helmet as a shovel, hammer, or any other kind of tool.
- (3) Do not use your helmet to heat water for cooking or for hygienic purposes.
- (4) Use a small screwdriver and pliers to install the headband into your helmet.

f. Sleeping bag

- (1) Do not dry clean your sleeping bag because the cleaning fluids have toxic fumes which linger within the bag.
- (2) Clean with cold water and mild soap.
- (3) Air dry.

g. Blankets, Gore-Tex jacket and trousers, bivy sack, field jacket and liner, and poncho liner

- (1) Wash frequently with lukewarm water and mild soap.
- (2) Do not use hot or boiling water.
- (3) Do not dry these items in intense heat as it reduces the water repellent quality.
- (4) Stretch each item back into shape while it is drying.

h. Sword and scabbard

- (1) Keep in a dry place when not in use.
- (2) Coat with a film of light oil.
- (3) Clean the grip by wiping with a damp cloth and drying it thoroughly.
- (4) Clean mounting with a cloth moistened with soap suds to which a few drops of household ammonia have been added.

NOTE: Do not use abrasives or polishing cloths containing chemicals.

- (5) Wipe with a cloth moistened with clear water and dry thoroughly.
- (6) Clean the scabbard of the noncommissioned officer's sword with saddle soap.

2. *Inspect equipment.*

- a. Inspect all equipment for cleanliness, proper fit, and serviceability.
- b. Identify all discrepancies as necessary.
- c. Report inspection results to appropriate personnel.

3. *Store equipment.*

- a. Individual equipment should be completely dry before being stored.
- b. Individual equipment should be stored neatly, in a well ventilated storage space, and folded in a way that preserves the original shape.

REFERENCE(S):

FM 21-15, *Care and Use of Individual Clothing and Equipment*

TASK: MCCS.04.03 (CORE) WEAR AUTHORIZED UNIFORM(S)
CONDITION: GIVEN AUTHORIZED MILITARY UNIFORMS, INSIGNIA, AND AWARDS.
STANDARD: TO ENSURE STANDARDS OF SERVICEABILITY ARE MET PER THE REFERENCES

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is provided the requirement and the appropriate uniform.

Standard: The Marine must properly wear the Marine Corps uniform according to the requirement and the resource listed at the end of this task.

GENERAL INFORMATION:

1. Maintain the designation of authorized uniform wear for enlisted personnel.
 - a. Male. Authorized components (figure 1).

UNIFORM	CAP	COAT OR JACKET	OUTER COAT (A)	INSIGNIA B OF S	MEDALS/ RIBBONS	BADGES	SWORD	SHIRT	NECK-TIE	TROUSERS /BELT	GLOVE	FOOTWEAR
EVENING DRESS	DRESS	EVENING W/ CUMMERBUND	AWC	DRESS (COLLAR/ CAP)	MINIATURE MEDALS	NOT WORN	NOT WORN	WHITE PLEATED FRONT	BLACK BOW	BLUE/ SUSPENDERS OPTIONAL	WHITE (b)	BLACK SHOES AND SOCKS
MESS DRESS	DRESS	EVENING W/ CUMMERBUND	AWC	DRESS (COLLAR/ CAP)	MEDALS	NOT WORN	NOT WORN	WHITE PLEATED FRONT	BLACK BOW	BLUE/ SUSPENDERS OPTIONAL	WHITE (b)	BLACK SHOES AND SOCKS
BLUE DRESS "A"	DRESS	BLUE W/ WHITE BELT	AWC	DRESS (COLLAR/ CAP)	LARGE MEDALS/ RIBBONS	NOT WORN	MAY BE PRESCRIBED	NONE	NONE	BLUE/ SUSPENDERS OPTIONAL	WHITE (b)	BLACK SHOES AND SOCKS
BLUE DRESS "B"	DRESS	BLUE W/ WHITE BELT	AWC	DRESS (COLLAR/ CAP)	RIBBONS	OPTIONAL/ MAY BE PRESCRIBED	PRESCRIBED	NONE	NONE	BLUE/ SUSPENDERS OPTIONAL	WHITE (b)	BLACK SHOES AND SOCKS
BLUE DRESS "C"	DRESS	NONE	AWC	DRESS (CAP)	RIBBONS/ MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	NOT WORN	KHAKI LONG SLEEVE	KHAKI WITH CLASP	BLUE W/ WEB BELT	(b)	BLACK SHOES AND SOCKS
BLUE DRESS "D"	DRESS	NONE	AWC	DRESS (CAP)	RIBBONS/ MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED	KHAKI SHORT SLEEVE	NONE	BLUE W/ WEB BELT	(b)	BLACK SHOES AND SOCKS
BLUE-WHITE DRESS "B" (C)	DRESS	BLUE W/ WHITE BELT	AWC	DRESS (COLLAR/ CAP)	RIBBONS	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED	NONE	NONE	BLUE/ SUSPENDERS OPTIONAL	WHITE (b)	BLACK SHOES AND SOCKS
SERVICE "A"	GARRISON OPTIONAL FRAMECAP	GREEN	AWC (e)	SERVICE (CAP)	RIBBONS	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED	KHAKI LONG SLEEVE	KHAKI WITH CLASP	GREEN W/ WEB BELT	(b)	BLACK SHOES AND SOCKS
SERVICE UNIFORM WITH SWEATER	GARRISON OPTIONAL FRAMECAP	GREEN SWEATER	AWC (e)	SERVICE (CAP)	NOT WORN	NOT WORN	NOT WORN	KHAKI LONG OR SHORT SLEEVE	NONE	GREEN W/ WEB BELT	(b)	BLACK SHOES AND SOCKS
SERVICE "B"	GARRISON OPTIONAL FRAMECAP	NONE	AWC (e)	SERVICE (CAP)	RIBBONS/ MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED	KHAKI LONG SLEEVE	KHAKI WITH CLASP	GREEN W/ WEB BELT	(b)	BLACK SHOES AND SOCKS
SERVICE "C"	GARRISON OPTIONAL FRAMECAP	NONE	AWC	SERVICE (CAP)	RIBBONS/ MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED	KHAKI SHORT SLEEVE	NONE	GREEN W/ WEB BELT	(b)	BLACK SHOES AND SOCKS
UTILITY UNIFORM	UTILITY	UTILITY	AWC OR FIELD COAT	DECAL/ SERVICE TAPE	NOT WORN	NOT WORN	NOT WORN	NONE	NONE	UTILITY WITH WEB BELT	(b) (d)	BOOTS/ GREEN OR BLACK SOCKS

- NOTES:
- a. If required or prescribed.
 - b. Black gloves always worn or carried with all-weather coat during winter uniform period.
 - c. Blue-White Dress "A" - large medals, no badges.
 - d. Black gloves optional during winter uniform period unless all-weather coat is worn.
 - e. Green scarf optional for wear with all-weather coat during winter uniform period and may be prescribed for formation.

Figure 1 (Male)

b. Female. Authorized components (figure 2).

UNIFORM	COAT OR JACKET	SHIRT	NECKTAB	SKIRT/ SLACKS	HANDBAG/ PURSE	GLOVES	FOOTWEAR (b)	OUTER COAT (a)	INSIGNIA B OF S	MEDALS/ RIBBONS	BADGES	SWORD
EVENING DRESS	MESS W/ CUMMERBUND	WHITE RUFFLED FRONT WITH BLACK TAB	(SEE *SHIRT* COLUMN)	LONG/SHORT BLACK SKIRT	BLACK CLUTCH	WHITE (c)	BLACK PUMPS (CLOTH/ SUEDE)	AWC/ OPTIONAL CAPE	DRESS (COLLAR)	MINIATURE MEDALS	NOT WORN	NOT WORN
MESS DRESS	MESS W/ CUMMERBUND	WHITE RUFFLED FRONT WITH BLACK TAB	(SEE *SHIRT* COLUMN)	LONG/SHORT BLACK SKIRT	BLACK CLUTCH	WHITE	BLACK PUMPS (CLOTH/ SUEDE)	AWC	DRESS (COLLAR)	MINIATURE MEDALS	NOT WORN	NOT WORN
BLUE DRESS "B" (d)	WHITE	WHITE PLAIN FRONT	BLACK	BLUE SKIRT/ SLACKS	BLACK HANDBAG (OPTIONAL)	WHITE (c)	BLACK PUMPS (e)	AWC/ OPTIONAL CAPE	DRESS (COLLAR/ CAP)	RIBBONS	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED
BLUE DRESS "C"	NONE	KHAKI LONG SLEEVE	BLACK	BLUE SKIRT/ SLACKS	BLACK HANDBAG (OPTIONAL)	(c)	BLACK PUMPS (e)	AWC	DRESS (CAP)	RIBBONS OPTIONAL/MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	NOT WORN
BLUE DRESS "D"	NONE	KHAKI SHORT SLEEVE	NONE	BLUE SKIRT/ SLACKS	BLACK HANDBAG (OPTIONAL)	(c)	BLACK PUMPS (e)	AWC	DRESS (CAP)	RIBBONS OPTIONAL/MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED
SERVICE "A"	GREEN	KHAKI LONG OR SHORT SLEEVE	GREEN	GREEN SKIRT /SLACKS	BLACK HANDBAG (OPTIONAL)	(c) (f)	BLACK PUMPS (e)	AWC (g)	SERVICE (CAP/ COLLAR)	RIBBONS	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED
SERVICE UNIFORM WITH SWEATER	GREEN SWEATER	KHAKI LONG OR SHORT SLEEVE	NONE	GREEN SKIRT /SLACKS	BLACK HANDBAG (OPTIONAL)	(c) (f)	BLACK PUMPS (e)	AWC (g)	SERVICE (CAP)	NOT WORN	NOT WORN	NOT WORN
SERVICE "B"	NONE	KHAKI LONG SLEEVE	GREEN	GREEN SKIRT /SLACKS	BLACK HANDBAG (OPTIONAL)	(c)	BLACK PUMPS (e)	AWC (g)	SERVICE (CAP)	RIBBONS OPTIONAL/MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED
SERVICE "C"	NONE	KHAKI SHORT SLEEVE	NONE	GREEN SKIRT /SLACKS	BLACK HANDBAG (OPTIONAL)	(c)	BLACK PUMPS (e)	AWC (g)	SERVICE (CAP)	RIBBONS OPTIONAL/MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	MAY BE PRESCRIBED
MATERNITY UNIFORM	GREEN TUNIC	KHAKI LONG OR SHORT SLEEVE	GREEN (IF REQUIRED)	GREEN SKIRT /SLACKS	BLACK HANDBAG (OPTIONAL)	(c) (f)	BLACK PUMPS /OXFORDS	AWC (g)	SERVICE (CAP)	RIBBONS OPTIONAL/MAY BE PRESCRIBED	OPTIONAL/ MAY BE PRESCRIBED	NOT WORN
UTILITY UNIFORM	UTILITY	NOT WORN	NOT WORN	UTILITY TROUSERS W/WEB BELT	NOT WORN	(c) (f)	BOOTS GREEN OR BLACK SOCKS	AWC OR FIELD COAT	DECAL/ SERVICE TAPE	NOT WORN	NOT WORN	NOT WORN

NOTES: a. If required or prescribed.

b. Wear full length nylon hose with the service and dress uniforms when wearing skirts. Ensure that your hose harmonize with your natural skin tone. Wear dark nylon hose of the gray and smoke shades with the blue dress, evening dress, and mess dress uniforms on formal occasions. Hose with seams, designs, pronounced open-work mesh, or fancy heels are not authorized.

c. Black gloves are always worn or carried with all-weather coat during winter uniform period.

d. Blue Dress "A" - large medals, no badges.

e. Oxfords always worn with slacks.

f. Black gloves are optional during winter uniform period unless all-weather coat is worn.

g. Green scarf optional for wear with all-weather coat during winter uniform period, but may be prescribed for formations.

Figure 2 (Female)

2. Wear service insignia as follows.

NOTE: Figure 3 shows the enlisted insignia of grade for Marine Corps personnel.

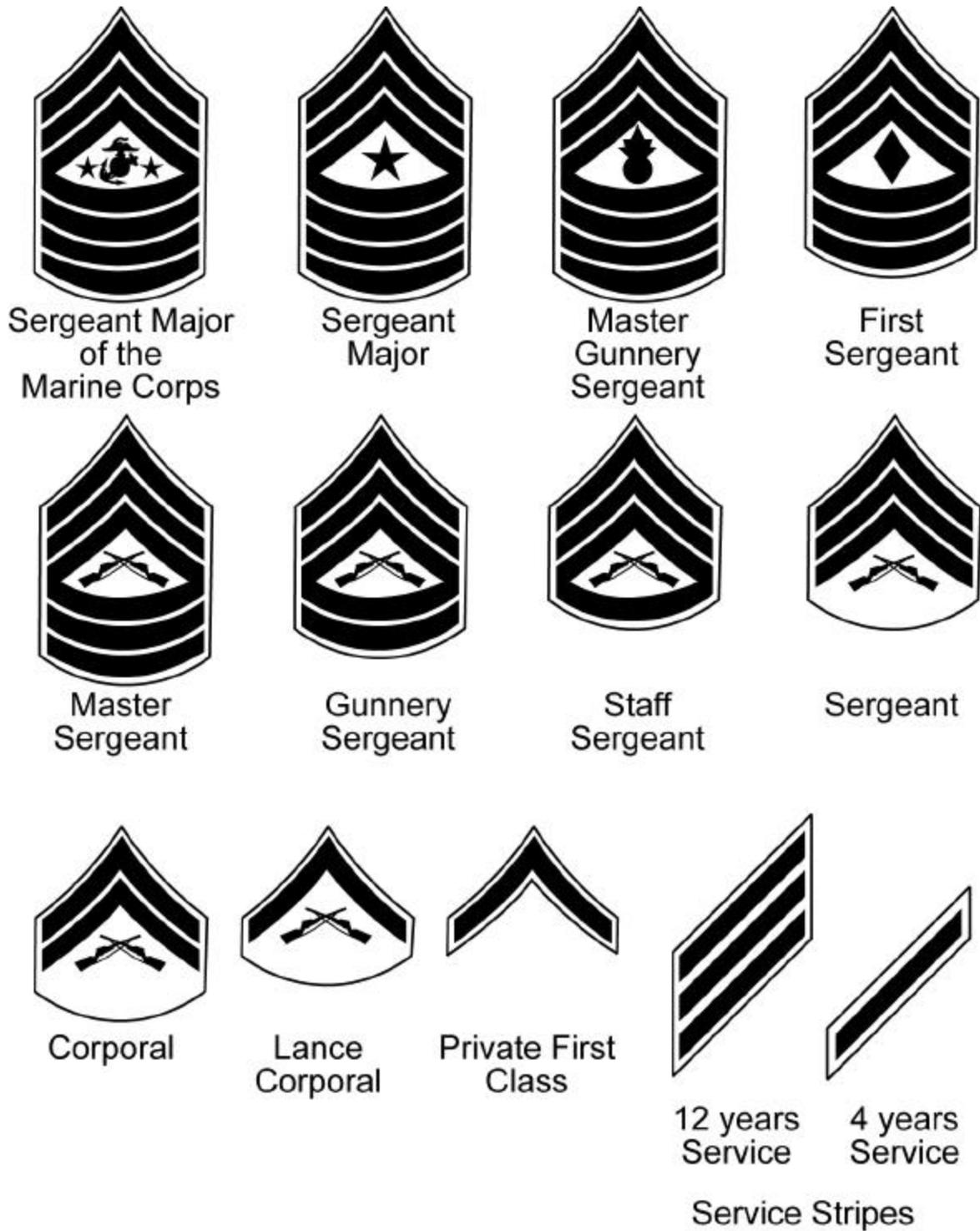


Figure 3

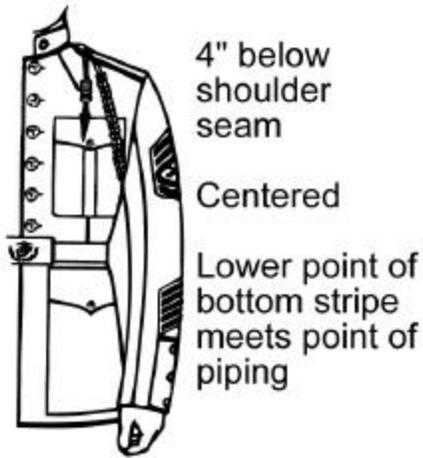
a. Insignia of grade (figures 4 and 5).

- (1) Wear the insignia of grade or chevrons with the single point up and centered on the outer half of each sleeve.
- (2) Place the insignia of male first sergeants and master sergeants and above 3 inches below the shoulder seam and female Marines of the same grade at 4 inches below the shoulder seam.
- (3) Center all chevrons on the quarter-length sleeve of the khaki shirt on the outer half of each sleeve, midway between the shoulder seam and the bottom edge of the sleeve.
- (4) Wear metal or plastic insignia of grade on each collar of the utility coat, utility shirt, all-weather coat, and all shirts worn under the sweater (figure 6).
 - (a) Place each insignia vertically with the single point up and centered on a line bisecting the angle of the collar.
 - (b) Space the lower outside edge equally 1/2 inch from either side of the collar.

b. Service stripes (figures 4 and 5).

NOTE: Enlisted Marines wear service stripes for each four-year period of active service.

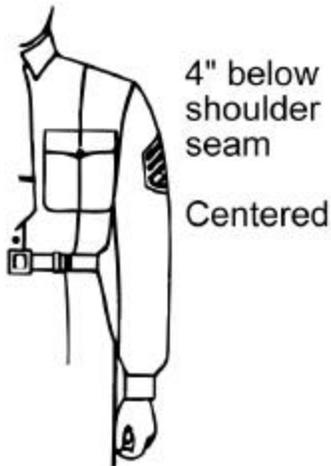
- (5) Wear service stripes on the outer half of each sleeve of the service and blue coats.
- (6) Wear service stripes sloping to the front at a 30-degree angle with the bottom of the sleeve.
 - (a) Service coat. Center the bottom stripe on each sleeve of the service coat with the lower edge background material 1/2 inch above the point of the cuff.
 - (b) Dress coat. Place it in the same manner as the service coat, except that the bottom edge of the stripe will touch the point of the piping of the cuff.
- (7) Sew all service stripes, as well as cloth rank insignia of garments, with thread that matches the background material of the stripe.
 - Use a straight machine stitch; all cross, whip, or other nonstandard stitches will not be used.
- (8) NCOs. Wear a scarlet NCO stripe down the outer seam of each leg of the blue trousers.
 - (a) Ensure that they are made with scarlet cloth 1 7/8 inch wide.
 - (b) Turn the edges under 3/8 inch on each side and sew it from each side to produce a finished stripe that is 1 1/8 inch wide.



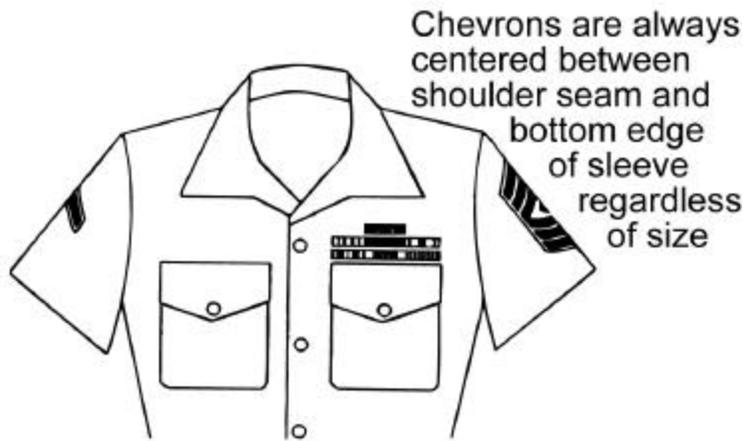
Blue Dress Coat



Service Coat

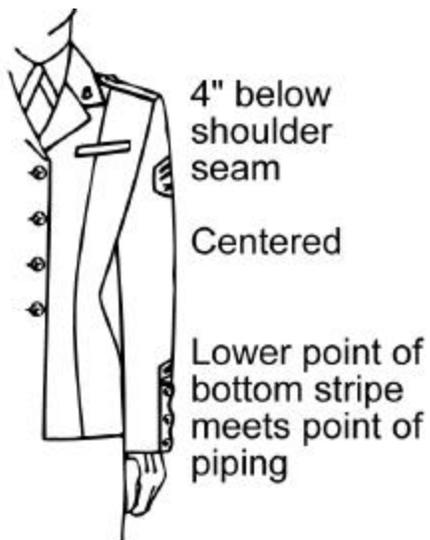


Long Sleeve Shirt

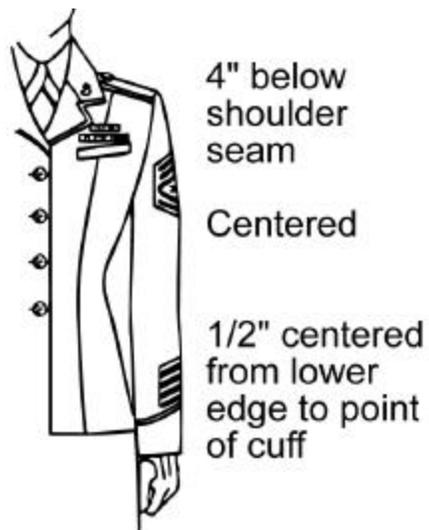


Short Sleeve Shirt

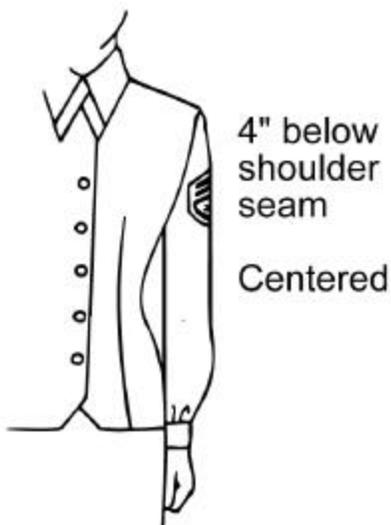
Figure 4 (Male)



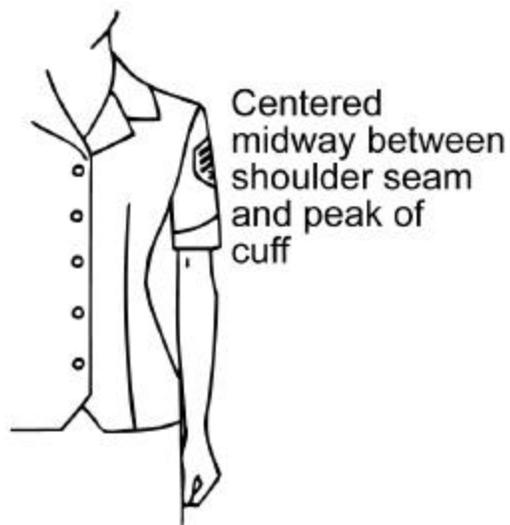
Blue Dress Coat



Service Coat

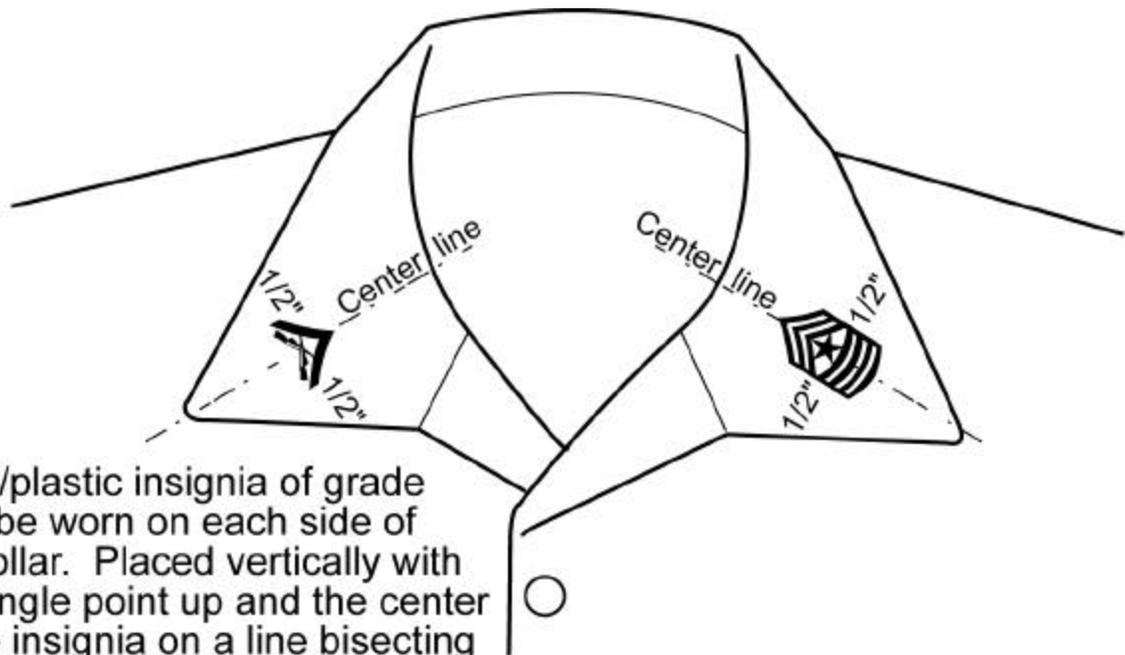


Long Sleeve Shirt



Short Sleeve Shirt

Figure 5 (Female)



Metal/plastic insignia of grade shall be worn on each side of the collar. Placed vertically with the single point up and the center of the insignia on a line bisecting the angle of the point of the collar. The lower outside edge being equally spaced 1/2" from either side of the collar

Figure 6

c. Marksmanship badges (figure 7).

NOTE: Marksmanship badges will not be worn with the evening dress, mess dress, blue dress "A," white dress "A," blue-white dress "A," and utility uniforms. Commanders may prescribe marksmanship badges for wear on all other uniforms. Unless otherwise prescribed by the commander, wearing marksmanship badges is at the option of the individual.

- (1) Wear badges according to seniority and centered above the left breast pocket with the bottom edge of the highest holding bar being 1/8 inch above the top of the left breast pocket.
- (2) Align the top edges of all badges and leave a 1/8-inch space between the top of the badges and the bottom edge of the first row of ribbons.
- (3) Wearing two badges. Place them symmetrically on a line with about 3/4-inch space between the holding bars of each badge.
 - (a) Place to 1/4 inch for women to ensure proper alignment with the ribbons and the edges of the pocket.
 - (b) Ensure that in no case the two badges span more than 4 1/8 inches.
- (4) Wearing three badges. Place them symmetrically above the left pocket with 1/4-inch space between the holding bars of each badge.
 - Place to 1/8 inch for women to ensure proper alignment with the ribbons and the edges of the pocket.
- (5) Wear only one badge for a specific weapon at any one time except when two competition badges for the same weapon are worn.

NOTES: No more than three marksmanship badges will be worn at any time. Marines entitled to more than three awards may select the three that they wish to wear.

Commanders may prescribe marksmanship badges for wear on all uniforms except mess dress, dress "A," and utility uniforms. Unless the commander so prescribes, the wearing of badges is at the option of the individual.

Do not wear marksmanship badges when large medals are worn.

(6) Wear ribbon bars with badges with the lowest row of ribbons 1/8 inch above the top edge of the marksmanship badges.

NOTE: When only marksmanship badges and breast insignia are worn, center the insignia 1/8 inch above the top edge of the marksmanship badge(s).

(7) Women wear badges as follows:

(a) Determine the proper location for marksmanship badges on coats with slanted upper pockets. A horizontal line tangent to the highest point of the pocket is considered the top of the pocket.

(b) Khaki shirts. Place badges even with or up to 2 inches above the first visible button and centered so that they are in about the same position as on the coat.

(c) Maternity tunic. Place badges so that they are in about the same position as on the service coat.

(d) Maternity shirt. Place badges in the same manner as on the standard khaki shirt, except they are placed 1/2 to 1 inch above the horizontal yoke seam stitching and may be adjusted to the individual to present a military appearance.

d. Wearing of ribbons (figure 7).

NOTE: Ribbon bars are worn in place of medals and are of the same material and design as the ribbon of the corresponding medal.

(1) Center ribbon bars 1/8 inch above the top edge of the upper left pocket.

- Center the ribbons over the pocket with the bottom edge 1/8 inch above the widest holding bar of the marksmanship badge when worn.

(2) Wear all ribbons to which you are entitled.

NOTES: Ribbons will be worn on all coats and may be prescribed for wear on shirts by the local commander.

Do not wear ribbons on the field jacket, sweater, utility shirt, or all-weather coat.

(3) Wear either all ribbons or only personal U.S. decorations with the U.S. awards when wearing the quarter-length sleeve khaki shirt.

(4) Sew ribbons on coat only if it has sufficient stiffness to prevent wrinkling.

NOTE: If you sew on your ribbon bars, you must remove or completely conceal them if large medals are prescribed. When you wear holding bars, no portion of the bar or pins must be visible.

(5) Wear ribbons in rows of three.

(a) Ensure that when you wear more than one row of ribbons, all rows except the top row will contain the same number of ribbons.

(b) Center the ribbons in the top row.

(c) Wear ribbons on the service coat if the lapel covers one-third or more of a ribbon, mount ribbons in successively decreasing rows.

(d) The left edge of all decreasing rows is in line vertically. If the top row contains only one ribbon, it may be centered over the row below it or aligned above the ribbons on the left side, whichever presents the neater appearance.

NOTE: Female Marines may wear rows of two ribbons when the lapel causes ribbons to be concealed.

(e) Space the rows of the ribbons either 1/8 inch apart or place them without spacing.

e. Medals (figure 7).

(1) Wear large medals on the appropriate dress coat as follows.

NOTES: Wear all medals that you are entitled to wear. When you wear more than one medal, suspend them from a holding bar of sufficient strength to hold all medals.

The maximum width of the holding bar for large medals is 5 3/4 inches. This is sufficient to hold four medals side by side.

(a) When more than four medals are authorized, overlap them on the bar with equal overlapping on each medal, except for the senior medal, which will be worn to the right side of the holding bar, fully exposed.

(b) The maximum number of large medals that you may wear on one holding bar is seven.

1. When you wear seven medals on one holding bar, the overlap is approximately 50% of each medal.

2. When more than seven medals are authorized, use additional mounting bars.

3. The length of each medal will be 3 1/4 inches from the top of the bar to the bottom of the medallion.

(2) Polishing medals is prohibited.

(3) Do not wear marksmanship badges with medals.

(4) When wearing large medals, wear all unit citations and other ribbons for which a medal has not been struck over the right breast pocket with the bottom edge of the lower row 1/8 inch above the top of the pocket.

(5) Wear the ribbon bars in rows of three in the order of precedence from right to left and top down.

f. Wear stars, clasps, letter devices, and attachments as follows.

(1) Wear stars in place of a second or subsequent award and place them with one ray of each star pointing up.

(a) When one star is worn, center it on the suspension ribbon and on the ribbon bar.

(b) When you are authorized to wear more than one star on a ribbon, place them in a vertical line at the approximate symmetrical center of the suspension ribbon with the senior star on top.

(c) Place the stars symmetrically centered in a horizontal line on the ribbon bar.

NOTE: When you wear a silver star in addition to a bronze star on the same ribbon, the silver star will be inboard of the bronze star. Subsequent bronze stars or gold stars will alternate to the right of the silver star.

(2) Wear a gold star in place of the second and subsequent award for all military decorations.

(a) Wear bronze stars on unit awards and certain service awards to indicate a second or subsequent award or to indicate major engagements in which the individual participated.

(b) Wear stars on the suspension ribbon of large medals, which will be of a size to be inscribed in a circle, five-sixteenths of an inch in diameter for gold stars and three-sixteenths of an inch in diameter for bronze stars.

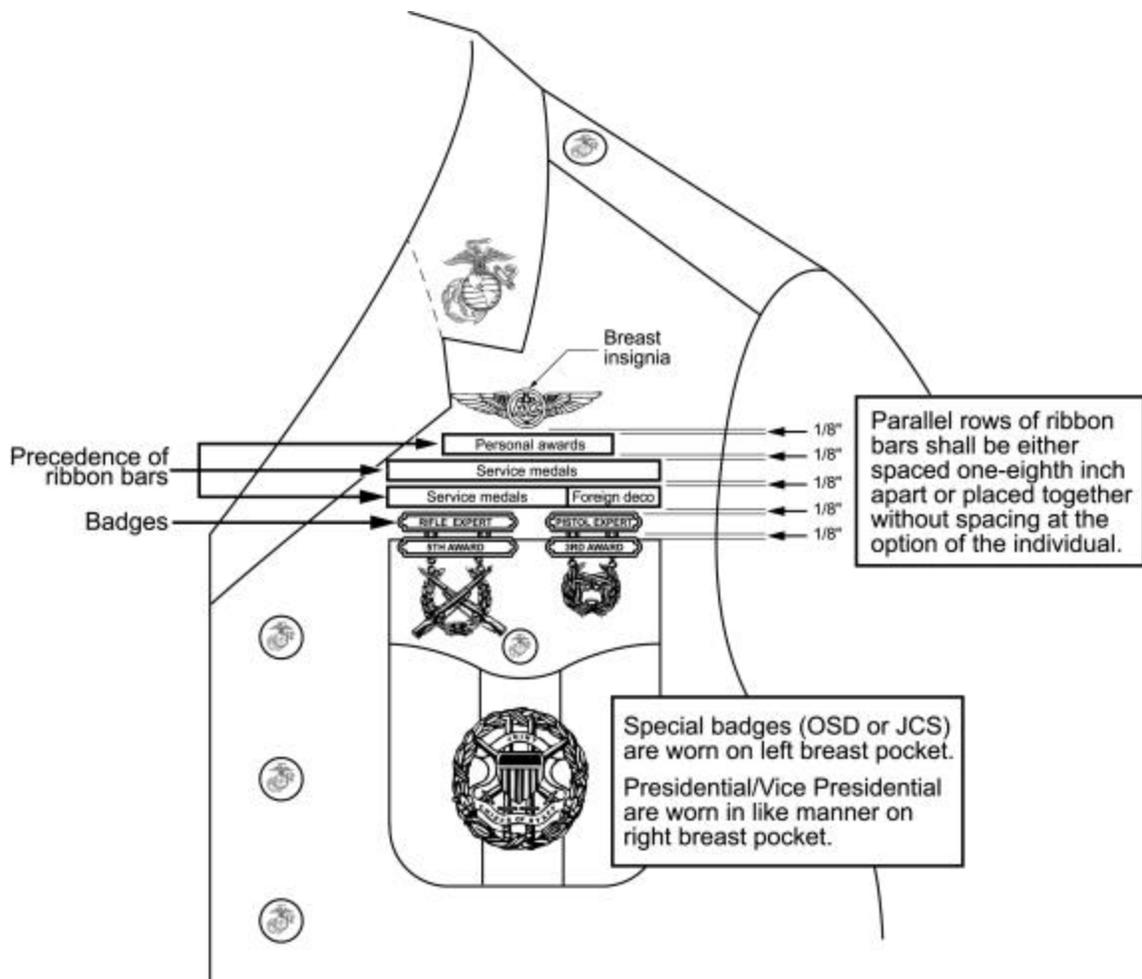


Figure 7

PERFORMANCE STEPS:

1. *Wear physical training uniform.*
 - a. The required physical training (PT) uniform consists of
 - (1) Green general-purpose trunks
 - (2) Standard green undershirt
 - (3) Footwear or headgear as prescribed by the commander

NOTE: No unit distinguishing marks or other ornamentation will be placed on the uniform.

- b. This uniform will be prescribed for all command PT activities, except on those specific occasions when the commander determines that the wear of another uniform or other clothing is more appropriate.
- c. An optional cold weather PT uniform was adopted to foster increased uniformity and prevent the mandated wear of nonstandard sweatsuits of other colors (e.g., red or gray).
 - (1) This uniform is an optional item for purchase and wear.
 - (2) The cold weather PT uniform will be a USMC 009 olive drab sweatsuit.

- (3) The sweatshirt has a black “eagle, globe and anchor” (EGA) on the left breast with “USMC” in block lettering under it.
 - (4) The EGA and lettering are also on the left leg of the sweatpants.
- d. Although it is not mandatory, all Marines are encouraged to purchase a cold weather PT uniform.
2. *Wear the camouflage utility uniform.*
- a. Wear the woodland camouflage pattern (cotton/nylon or 100% cotton) and poplin camouflage utilities that are authorized for wear at your option. No items of woodland and poplin uniforms will be mixed, with the exception of the utility cap.
 - b. Wear the camouflage utility uniform, which is designed for field wear, loose fitting and comfortable. Items should be fitted loosely enough to allow for some shrinkage without rendering the garment unusable. Starching, sizing, or otherwise artificially stiffening the camouflage utility uniform, other than pressing, is prohibited.
 - c. Place the “USMC” and emblem decal on the left breast pocket of the camouflage utility coat so that the letters “USMC” will be centered horizontally, 1 inch above the bottom edge of the pocket. To apply the decal, use a dry iron set at 300 degrees (synthetic). Press over the decal for 3 to 4 seconds. Do not use steam. Utility coats marked according to previously published instructions may be worn until they become unserviceable.
 - d. Wear the camouflage utility coat outside the trousers. Sleeves may be rolled up at the option of local commanders. When authorized, utility sleeves will be rolled with the inside out, forming a roll about 3 inches wide, and terminating at a point about 2 inches above the elbow. When combat boots are worn, the trousers will be bloused in a neat uniform manner. When utility uniforms are prescribed for parades, reviews, and ceremonies, the helmet with camouflage cover or the helmet liner may be prescribed.
 - e. Wear the camouflage utility cap of temperate or poplin fabric with either camouflage uniform. The cap will be machine or hand laundered in warm water. It will not be starched, bleached, or artificially stiffened.
 - f. Wear NAME/SERVICE TAPES on utility uniforms as follows:
 - (1) The standard tapes will be olive green cloth, 1 inch wide, with embroidered 3/4-inch-high black block lettering. If necessary to accommodate longer names, the lettering may be in condensed print, 1/2-inch high. The tapes will be long enough to align with the edges of the coat pocket flap when the ends of the tape are turned under and stitched down.
 - (2) Nametapes will include the individual's last name only in upper case letters. Service tapes will be inscribed with the “U.S. MARINES” in uppercase letters, with or without a space before “MARINES.”
 - (3) Name/service tapes worn on the desert utility uniform will have brown lettering on a tan background.
 - (4) Sew tapes on the utility uniform in the following manner.
 - (a) Sew tapes on utility uniforms with the ends of the tape turned under and using a plain straight stitch with thread that matches the tape fabric.
 - (b) Sew tapes with the bottom of the tape immediately above and parallel to the top of the pocket flap.
- NOTE:** The ends of the tape will extend to and be aligned with the edges of the coat pocket flap.
- (5) On the coat, wear the nametape over the right breast pocket and the service tape will be worn over the left breast pocket. A nametape will also be worn above the right rear trouser pocket with the length of the tape not to exceed 6 inches. If breast insignia is worn on the coat, it will be centered over the tape with the bottom edge of the insignia 1/2 inch above the tape.
 - (6) Wear name/service tapes on utility uniforms that already have the USMC/emblem decal affixed, as long as these uniforms are serviceable. On new utilities, only the emblem portion of the decal will be worn on the coat. It will be centered horizontally and vertically on that portion of the left breast pocket below the flap.
 - (7) Marines who experience name changes will replace nametapes with tapes bearing their new names as soon as possible. The wearing of tapes does not eliminate the requirement for internal marking of utility uniforms with the owner’s name.

- (8) Wear name/service tapes on the green and desert camouflage utility uniforms only if it is expected that the individual will retain the uniform for at least 60 days. Prior to recovery of the uniform, the individual Marine will be responsible for removing the name/service tapes from the desert utilities.
 - (9) Females. Wear tapes on maternity camouflage work uniforms vertically centered, with the top of the tapes placed on line with the second buttonhole from the top of the coat. Each tape will be the same length, not to exceed 6 inches. The emblem decal will be centered between the ends of the service tape and with the top of the emblem 1 inch below the bottom of the tape. On maternity camouflage work uniforms that have the complete USMC/emblem decal affixed, the service tape will be worn with the bottom of the tape 1/2 inch above the emblem and the nametape will be worn in a corresponding position on the right side.
 - (10) Navy personnel serving with the Marine Corps who wear utility uniforms will also wear name/service tapes in the same manner as prescribed for Marines. The service tape will be inscribed with U.S. NAVY. The U.S. NAVY decal will no longer be placed on the uniform; however, uniforms previously marked with the decal may be worn with name/service tapes as long as these uniforms are serviceable.
 - (11) Name/service tapes optionally purchased by Marines from sources other than the mandatory source contractor may continue to be worn provided they adhere to the guidelines contained in the notes preceding this section. The continued wear of tapes with minor deviations, such as the use of some lower case letters in certain names, is authorized as long as the tapes are serviceable. However, individual Marines who in the future purchase tapes from other sources will be responsible for ensuring that the tapes meet guidelines.
- g. Fit boots over the appropriate socks. Proper fitting should provide maximum comfort. In general, this is considered proper when the foot is held securely in the boot from the lacing at the instep to the heel but with sufficient room in the toe for the foot to be free from restriction.
- (1) Ensure that when you try on boots, your heels are placed well into the back. Lace at least five eyelets and tie.
 - (2) Check the widest part of the footwear to ensure that it comes exactly at the widest point or ball joint of the foot. Ensure that the foot fills the footwear without excessive tightness.

NOTES: Do not fit the boot too snugly but avoid a fit that is too loose. The length should be sufficient to allow a clearance of at least 1/2 inch between the end of the longest toe and the end of the footwear.

- (3) Ensure that the ball joint is snug but not tight, and there should still be 1/2 inch clearance for the toes.
- (4) Walk at least six steps as a final check for comfort.
- (5) Check the leather for any damage that will affect the serviceability and appearance. Check each item for protruding nails and loose stitching.

3. *Wear service uniforms.*

a. Ensure proper wear of the following uniform items.

- (1) **SHIRTS** (long and short sleeves).
 - (a) Men. Wear the long sleeve khaki shirt or, for women, either the long or short sleeve khaki shirt with the service "A" uniform.
 - (b) Wear the long sleeve khaki shirt as part of the service "B" uniform.
 - (c) Wear the short sleeve khaki shirt with the collar open and no necktie or necktab as part of the service "C" uniforms.

NOTE: Marines may purchase and wear approved shirts from commercial sources on an optional basis. Enlisted Marines may use these shirts (with the exception of the French cuff shirt) to satisfy minimum requirements.

- (d) **SNCOs.** You may wear the French cuff shirt optionally for duty, on leave and liberty, for parades and ceremonial occasions at the commander's direction.

- (e) Men. Press wool-blend shirts and cotton-blend shirts with military creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt.
- (f) Women. Wear the khaki shirts outside the skirt or slacks, except when required to wear a duty or sword belt, at which time the shirt will be tucked in your slacks or skirts.
- (g) Wear the sleeves of the khaki shirt creased and the lapels roll-pressed.

NOTE: Khaki shirts will not be pressed with military creases in the front of the shirt.

(2) TROUSERS, SLACKS, and SKIRTS.

(a) TROUSERS, Male.

- 1. Wear service trousers fully cut, hanging straight, without cuffs to provide easy fit, zipper front, and will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of 1/4 inch above and below the welt is acceptable. Hems will be from 2 to 3 inches wide.
- 2. Press trousers to present a smooth vertical crease at about the center front and rear of each leg and ensure that the crease extends from the bottom of the hem to about 2 inches above the trouser crotch.

(b) SLACKS, Female.

- 1. Wear slacks long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of 1/2 inch above the welt is acceptable. The hem on the slacks will be from 2 to 3 inches wide.
- 2. Press slacks to present a smooth vertical crease at about the center front and rear of each leg. The crease will extend from the bottom of the hem to about 2 inches above the crotch.
- 3. Wear GREEN SERVICE SLACKS as follows.
 - a. Wear slacks as part of the service A, B, or C uniform. Wearing the service slacks as working uniform is at the individual's option. On specific occasions that require uniformity (i.e., formations, ceremonies, inspections, parades, social events), commanders may direct whether skirt or slacks will be worn.
 - b. Wearing slacks with the service uniform is limited to duty hours and movement to and from domicile. All travel aboard DOD-owned and -controlled aircraft is considered "during duty hours" and wearing service slacks is therefore authorized. Slacks are not authorized for wear on leave and liberty.

(c) SKIRTS, Female.

- 1. Wear skirts of conventional length and sweep appropriate to the appearance of the uniform and the individual. Service and dress uniform skirts (except the long skirt) will be knee length (from 1 inch above the kneecap to 1 inch below the kneecap).
- 2. Wear skirts with a hem or facing from 2 to 3 inches wide and the seams pressed open and flat.

(3) COATS.

(a) Men.

- 1. Wear service coats so that they will not be fitted to present a tight or form-fitting appearance. Approximately 2 inches of freedom should be allowed through the chest and 1 inch at the waist, with the belt of the sufficient length to fit the coat waist rather than pulled snugly against the waist of the individual. A properly fitted service coat will ride freely up and down the body when the arms are raised and lowered.
- 2. Crease and press flat only the sleeves, collars, and lapels of the service coat. Creases in the back skirt of the coats are prohibited.
- 3. Wear all coats so that the length extends about 1 to 2 inches below the individual's crotch. The sleeve cuff-bottom will extend to about 1 inch above the second large joint of the thumb.

(b) Women.

1. Fit and alter the service and dress coats accordingly. The coat should fit snugly but not tightly across the bust and shoulders with sufficient looseness to permit both arms to move freely.
2. Roll press the sleeves and lapels of all coats.

(4) ALL-WEATHER COATS (AWC).

NOTES: The pewter gray AWC is a full-length, double-breasted, belted coat with detachable liner and is made of water-repellent polyester cotton poplin fabric.

The AWC may be worn or prescribed for wear with the service, dress, and utility uniforms. It may be worn with or without the liner at the individual's option.

- (a) Wear the AWC so that the target length extends to a mid-point between the knee and mid-calf.
- (b) Wear the AWC so that it is long enough to reach the bottom of the kneecap for men and 1 inch below for women.

NOTE: It must not extend below the mid-calf.

- (c) Wear so that with the liner inserted, it will fit smoothly across the chest and shoulder blades and will have a noticeable fullness on the back waist, providing a pleated effect of the material under the belt.
- (d) Adjust the belt loosely enough to provide a smooth appearance, maintained in a horizontal position and not sagging at the center or the back.
- (e) Ensure that the tapered end of the belt will pass through the buckle to the wearer's left and should extend from 1 inch beyond the belt keeper to 1 1/2 inches beyond the left belt loop on the coat.
- (f) Center the buckle between the vertical rows of buttons on the front of the coat.
- (g) Wear the coat's top button buttoned or it may be left open with the collar neatly folded back to form lapels.
- (h) Ensure that the back of the collar covers all garment collars worn underneath the AWC.
- (i) Roll-press the sleeves and collar. They should not be creased.

NOTE: Creases in the skirt of the coat, except for the center back pleat are prohibited.

- (j) Wear the sword so that either the Sam Browne belt or the service belt can be utilized.

NOTES: The design of the AWC does not include a sword slit.

Commanders will not prescribe the AWC unless Sam Browne or service belts are available as organizational property or owned by individual Marines as optional items.

(5) FRAME AND GARRISON CAP.

(a) Male.

NOTE: Fit all caps by try-on method. The size of the garrison cap should be the same as that of the frame cap.

1. Frame cap. Wear the frame cap so that it will fit snugly and comfortably around the largest part of the head. The lower band of the frame rests high enough on the head to preclude the top of the head forcing the cover above its natural tautness. The front view of the frame shows that the bottom of the visor slightly above (approximately 1/2 inch) the eye level of the wearer.
2. Garrison cap. Wear so that the fit around the head is adequate to place the cap on the head, and will not cause the top or front rear contour of the cap to break.

(b) Female, all caps.

- Wear the cap so that it will fit over the hairstyle or wig that the woman Marine normally wears. Caps should be fitted to the hairstyle within regulations, not to the head size. The cap should fit snugly but not tightly and should not pucker or wrinkle across the top. It is important that you fit each different cap since an individual may not always wear the same size in all caps. When being fitted, the service, dress, and utility caps must be centered and worn straight with the tip of the visor in line with the eyebrows. Wear the garrison cap centered and straight or slightly tilted to the right, with the base of the sweatband approximately 1 inch above the eyebrows.

(6) FOOTWEAR.

(a) Male.

NOTES: Fit shoes over the appropriate socks. Proper fitting should provide maximum comfort. In general, fitting is considered proper when the foot is held securely in the shoe from the lacing at the instep to the heel, but with sufficient room in the toe shoe for the foot to be free from restriction.

1. Ensure that when you try on shoes, your heels are placed well into the back. Lace dress shoes completely.
2. Check the widest part of the shoe to ensure that it comes exactly at the widest point or ball joint of the foot. Ensure that the foot fills the shoe without excessive tightness.

NOTES: Do not fit the shoe or boot too snugly but avoid a fit that is too loose. The length should be sufficient to allow a clearance of at least 1/2 inch between the end of the longest toe and the end of the footwear.

3. Ensure that the ball joint is snug but not tight, and there should still be 1/2 inch clearance for the toes.
4. Walk at least six steps as a final check for comfort.
5. Check the leather for any damage that will affect the serviceability and appearance. Check each item for protruding nails and loose stitching.

(b) Oxfords, female.

NOTES: High-gloss poromeric oxfords are sold through the Marine Corps Exchange. Approved commercial sources are authorized for optional purchase and wear and may be used to satisfy minimum requirements.

1. Oxfords are not authorized for wear with the service uniform (with shirt) except when deemed appropriate by the commander. Examples of when the wearing of oxfords is appropriate are the following:
 - a. When duty involves prolonged walking or standing.
 - b. When wearing of pumps is considered unsafe.
 - c. When oxfords are prescribed for wear for medical reasons.
 - d. Oxfords may be prescribed for wear with the blue dress uniform when terrain conditions and precision in movement would make pumps impractical.
 - e. When you wear slacks, you must wear oxfords.
 - f. You may wear oxfords with the maternity uniform.
 - g. Fit oxfords to ensure maximum comfort. In all cases, the individual Marine has the final approval on the proper fit of her oxfords. Fit oxfords over anklets.
2. Measuring the feet. Use a measuring device when available or otherwise determine the correct size by a "trial and error" method.

3. Length. Ensure a space of ½ inch is left between the end of the longest toe and the end of the shoe.

4. Width. The foot should fill the shoe snugly, but not tightly.

(c) Pumps, female.

1. Ensure that your black pumps are the standard sold through the Marine Corps exchange. They are made of smooth leather or approved synthetic leather (including the shiny finish). They must be of conservative cut with closed toe and heels and without ornamental stitching or seams. Any elastic binding around the throat of the pump must match the color of the shoe.

2. Ensure that your heels measure not less than 1 inch nor more than 2 1/2 inches in height. The base of the heel measures not less than 3/8 inch × 3/8 inch, not more than 1 1/2 inch × 1 7/8 inch.

3. Wear pumps when you wear the blue dress and service uniform skirts.

(7) MATERNITY UNIFORMS.

NOTE: When the local commander determines that a pregnant female Marine can no longer wear the service uniform, she must wear the maternity uniform as the uniform of the day.

(a) Wear either maternity slacks or the skirt; however, you may not wear slacks on occasions for which the service skirt would be more appropriate.

(b) Wear either the long or short sleeve maternity shirt with or without the tunic top, except of occasions for which the service coat is prescribed for wear by female Marines and on such occasions, wear the tunic top.

(c) Wear the green necktab underneath the tunic top when shirts are worn.

1. Wear the long sleeve maternity shirt without the tunic and with the green necktab.

2. Wear the short sleeve maternity shirt without the tunic and with an open collar and no necktab.

(d) Wear your insignia of grade on the maternity shirts in the same manner as currently prescribed for the standard khaki shirts.

(e) Footwear as follows:

1. Wear either pumps or oxfords when you wear the skirt.

2. Wear oxfords with either dark hose or black socks whenever slacks are worn.

NOTE: Military pumps of any height are authorized for wear with slacks.

(f) Wear uniform items, i.e., headgear, the AWC, scarf, gloves, handbag, with the maternity uniform according to the current regulations for wearing these items with the green service uniform.

(g) Wear the AWC unbuttoned during the latter stages of pregnancy.

(h) Standard khaki shirts and the green service sweater are not authorized for wear with the maternity uniform.

(i) Ribbons are authorized for wear on the tunic and on maternity shirts.

(j) Wear the maternity uniform on leave and liberty under the same conditions as prescribed for the green service uniform.

(8) NAMETAGS.

NOTES: The standard black Marine Corps nametag may be prescribed at the option of local commanders at schools, conferences, and related activities. Marines assigned to non-Marine Corps commands or schools may wear nonstandard nametags, without prior CMC approval, if they are similar in size and shape to standard Marine Corps nametags and are required by the local commander.

The standard Marine Corps nametags are of flexible thermoplastic translucent base material with a black velvet mar-resistant, non-glare finish surface and a white core, as sold by approved sources.

- (a) The nametag is 5/8 inch wide by 3 inches long with a clutch type fastener, engraved white block-type lettering 3/8 inch high by about three-sixteenths of an inch wide (unless it must be smaller to accommodate a lengthy name within standard length) indicating the Marine's last name only.
- (b) Symbols, initials, nicknames, or organizational identification will not be placed on nametags.

NOTE: Wearing nametags that do not conform with these provisions, except as noted above is prohibited.

- (c) Nametags may only be worn on service and utility uniforms and the blue dress uniform when worn as the uniform of the day.
- (d) A nametag will not be worn on the women's white shirt.
- (e) Nametags will not be worn on leave or liberty, but may be worn at off-base events when prescribed by the local commander.
- (f) Nametags will be centered 1/8 inch above the right breast pocket or in the same general position on uniforms that do not have pockets.

b. Ensure proper wear for the following uniform accessories.

(1) BELTS AND BUCKLES.

- (a) Wear all belts at the natural waistline with the right edge of the buckle (wearer's right) on line with the edge of the fly front or coat flap, with belt buckles and brass tips being brightly polished at all times.
 - 1. Ensure the coat belt is of the same material and in the same shade as the coat with which it is worn.
 - a. Ensure the belt tip extends 2 3/4 to 3 3/4 inches beyond the buckle.
 - b. Ensure the free end is held in place by a cloth keeper 1/2 inch wide which is made of the same material and shade as the coat and you may fit a snap on the tip of the belt so that the free end is completely secured at the proper distance.
 - 2. Wear the 1 1/4 inches wide cotton khaki web belt and buckle as issued or sold through the Marine Corps supply system.
 - The tip end extends at least 2 inches but not more than 4 inches beyond the buckle.
- (b) Wear the standard gold-colored necktie clasp at all times with the service necktie when the long-sleeve khaki shirt is worn as an outer garment.
 - 1. Wear the clasp when you wear the service coat.
 - 2. Place the clasp horizontally on the necktie at a point midway between the third and fourth buttons from the top of the khaki shirt.

(2) GLOVES.

(a) Male.

- 1. Wear or carry black leather or vinyl gloves at all times with the AWC when the winter service uniform is prescribed.

NOTE: Local commanders designate whether Marines will wear gloves in formation.

- 2. Wear or carry black gloves during the period when winter service uniforms are prescribed and the AWC is worn with dress uniform.

3. Wear the green wool scarf during the winter uniform period with the AWC and the utility coat and with civilian clothes.

a. The scarf is not prescribed for wear in formations unless designated by the commander.

b. Wear the scarf, overlapped to form a “V” at the base of the throat, hiding the garment underneath.

(b) Female.

1. Ensure that gloves are the standard as issued or sold through the Marine Corps supply system or sold through the Marine Corps Exchange.

2. Wear or carry black leather/vinyl or fabric gloves at all times when wearing an outer coat with the service uniform, during the winter uniform period.

3. Wear or carry black gloves with the service uniform, without an outercoat.

NOTE: Local commanders will designate whether Marines wear gloves in formation.

4. Wear black gloves with the field coat or AWC when worn with utility clothing.

(3) HANDBAG, female.

(a) Ensure the black handbag with the strap is the standard as issued or sold through the Marine Corps supply system.

(b) Carry the handbag with the strap, when wearing the service and dress uniforms, except when in formation.

(c) Ensure that you do not carry the handbag when you wear the utility uniform.

(d) Carry the handbag over the left shoulder or over the arm.

1. Adjust the strap so that the bottom of the handbag is approximately even with the bottom of the uniform coat, when carried over the shoulder.

2. Adjust the strap to its shortest length and carry it over the left arm, when carried over the arm.

(4) NECKTIE, male.

NOTE: Marines may purchase and wear approved hook-on (pre-tied) neckties. The hook-on ties are authorized for wear with the service uniform on all occasions including ceremonies, formations, and inspections.

(5) HAVELOCK, female.

NOTE: Wear the standard plastic rain cap cover to protect the green and the dress covers in inclement weather with or without the AWC.

(6) HOSE, female.

(a) Wear full-length nylon hose with the service and dress uniforms when wearing skirts.

(b) Ensure that your hose harmonize with your natural skin tone.

NOTE: Hose with seams, designs, pronounced open-work mesh, or fancy heels are not authorized.

(7) OVERSHOES, BOOTS, AND RUBBERS, female.

- Wear appropriate overshoes, boots, or rubbers with all uniforms during inclement weather.

NOTES: Plain black overshoes or rubbers are authorized.

Wearing plain black boots that do not extend above the knee is authorized.

Platform heels and soles are prohibited.

All these items must have inconspicuous linings and black heels and soles.

The smoke gray plastic overshoe, as previously issued through the Marine Corps supply system, may continue to be worn.

(8) UNDERGARMENTS, female.

NOTE: You may wear adequate undergarments to include support garments, e.g., slips, bras, and girdles to ensure the proper fit, appearance, and opaqueness of the uniform. You must maintain the conservative appearance of the uniform. Undergarments should not be conspicuously visible.

4. *Wear the blue dress uniform.*

a. SHIRTS (long and short sleeves).

(1) Wear the long sleeve khaki shirt as part of the service "B" and blue dress "C" uniforms.

(2) Wear the short sleeve khaki shirt with the collar open and no necktie or necktab as part of the service "C" and blue dress "D" uniforms.

NOTE: Marines may purchase and wear approved shirts from commercial sources on an optional basis. Enlisted Marines may use these shirts (with the exception of the French cuff shirt) to satisfy minimum requirements.

(3) SNCOs. You may wear the French cuff shirt optionally for duty, on leave and liberty, for parades and ceremonial occasions at the commander's direction.

(4) Men. Press wool-blend shirts and cotton-blend shirts with military creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt.

(5) Women. Wear the khaki shirts outside the skirt or slacks, except when required to wear a duty or sword belt, at which time the shirt will be tucked in your slacks or skirts.

(6) Wear the sleeves of the khaki shirt creased and the lapels roll-pressed.

NOTE: Khaki shirts will not be pressed with military creases in the front of the shirt.

(7) Wear DRESS SHIRTS as follows.

(a) Women.

1. Wear the white dress shirt with the blue dress "A" or "B" uniforms.

2. Wear the standard overblouse style shirt outside the skirt or slacks at all times.

3. Wear the old-style white shirt tucked in until a replacement is required.

4. Wear the white ruffled tuck-in dress shirt (with black polyester-wool necktab and white pearl buttons) with all women's evening mess dress uniforms.

(b) Men.

- Wear with the SNCO evening mess dress uniforms.

NOTE: The white pleated soft-bosom shirt is an evening-style shirt with turned-down collar, pleated front, with two to three buttonholes for studs on the front shirt placket and French cuffs. It is worn with the SNCOs evening mess dress uniforms.

b. TROUSERS, SLACKS, and SKIRTS.

(1) TROUSERS, male.

- (a) Wear dress trousers fully cut, hanging straight, without cuffs to provide easy fit, zipper front, and will be long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of 1/4 inch above and below the welt is acceptable. Hems will be from 2 to 3 inches wide.
- (b) Press trousers to present a smooth vertical crease at about the center front and rear of each leg and ensure that the crease extends from the bottom of the hem to about 2 inches above the trouser crotch.

(2) SLACKS, female.

- (a) Wear slacks long enough to break slightly over the shoe in front and to reach the juncture of the welt of the shoe in the rear. A variation of 1/2 inch above the welt is acceptable. The hem on the slacks will be from 2 to 3 inches wide.
- (b) Press slacks to present a smooth vertical crease at about the center front and rear of each leg. The crease will extend from the bottom of the hem to about 2 inches above the crotch.

- Wear BLUE DRESS SLACKS as follows.

- When the blue dress uniform is prescribed, commanders may authorize women to wear blue dress slacks as part of all blue dress uniforms, only for those women required to possess them or who purchase slacks at their option; and when mixed wear of blue slacks and skirts by women in ceremonial functions, inspections, parades and other ceremonies is not authorized.

(3) SKIRTS, female.

- (a) Wear skirts of conventional length and sweep appropriate to the appearance of the uniform and the individual. Service and dress uniform skirts (except the long skirt) will be knee length (from 1 inch above the kneecap to 1 inch below the kneecap).
- (b) Wear skirts with a hem or facing from 2 to 3 inches wide and the seams pressed open and flat.
- (c) Wear EVENING AND MESS DRESS SKIRT as follows:
 - 1. Wear skirt made of a black polyester-wool tropical material, floor length, and fully lined with black rayon lining.
 - 2. The short evening/mess dress skirt will be of the same material as the long skirt but will be knee length.
 - 3. Either the long or short black skirt may be worn with all other SNCO evening and mess dress uniforms, depending on the degree of formality required.

c. COATS.

(1) Men.

- (a) Blue and white dress coats are semi form fitting garments and will not be fitted to present a tight or formfitting appearance.
- (b) Wear all coats so that the length extends about 1 to 2 inches below the individual's crotch. The sleeve cuff bottom will extend to about 1 inch above the second large joint of the thumb.

(2) Women.

- (a) Wear the blue and white dress coats at all times with the blue or white dress "A" and "B" uniforms, except that the blue dress coat may be removed within the confines of offices.
- (b) Fit and alter the service and dress coats accordingly. The coat should fit snugly but not tightly across the bust and shoulders with sufficient looseness to permit both arms to move freely.
- (c) Roll-press the sleeves and lapels of all coats.

d. FRAME CAP.

(1) Male.

NOTE: Fit all caps by try-on method. The size of the garrison cap should be the same as that of the frame cap.

- (a) Wear the frame cap so that it will fit snugly and comfortably around the largest part of the head.
- (b) The lower band of the frame rests high enough on the head to preclude the top of the head forcing the cover above its natural tautness.
- (c) The front view of the frame shows that the bottom of the visor slightly above (approximately ½ inch) the eye level of the wearer.

(2) Female.

- (a) Wear the cap so that it will fit over the hairstyle or wig that the woman Marine normally wears.
- (b) Caps should be fitted to the hairstyle within regulations, not to the head size.
- (c) The cap should fit snugly but not tightly and should not pucker or wrinkle across the top. It is important that you fit each different cap since an individual may not always wear the same size in all caps.
- (d) When being fitted, the service, dress, and utility caps must be centered and worn straight with the tip of the visor in line with the eyebrows.

e. FOOTWEAR.

(1) Male.

NOTE: Fit shoes over the appropriate socks. Proper fitting should provide maximum comfort. In general, fitting is considered proper when the foot is held securely in the shoe from the lacing at the instep to the heel, but with sufficient room in the toe shoe for the foot to be free from restriction.

- (a) Ensure that when you try on shoes, your heels are placed well into the back. Lace dress shoes completely.
- (b) Check the widest part of the footwear to ensure that it comes exactly at the widest point or ball joint of the foot. Ensure that the foot fills the footwear without excessive tightness.
- (c) Ensure that the ball joint is snug but not tight, and there should still be ½ inch clearance for the toes.
- (d) Walk at least six steps as a final check for comfort.
- (e) Check the leather for any damage that will affect the serviceability and appearance. Check each item for protruding nails and loose stitching.

(2) Oxfords, female.

NOTES: High-gloss poromeric oxfords are sold through the Marine Corps Exchange. Approved commercial sources are authorized for optional purchase and wear and may be used to satisfy minimum requirements.

- (a) Oxfords are not authorized for wear with the service uniform (with shirt), except when deemed appropriate by the commander. Examples of when the wearing of oxfords is appropriate are the following:
 - (b) When duty involves prolonged walking or standing.
 - (c) When wearing of pumps is considered unsafe.
 - (d) When oxfords are prescribed for wear for medical reasons.
 - (e) Oxfords may be prescribed for wear with the blue dress uniform when terrain conditions and precision in movement would make pumps impractical.
- (f) When you wear slacks, you must wear oxfords.

(g) Fit oxfords to ensure maximum comfort. In all cases, the individual Marine has the final approval on the proper fit of her oxfords. Fit oxfords over anklets.

1. Measuring the feet. Use a measuring device when available or otherwise determine the correct size by a “trial and error” method.
2. Length. Ensure a space of 1/2 inch is left between the end of the longest toe and the end of the shoe.
3. Width. The foot should fill the shoe snugly, but not tightly.

(3) Pumps, female.

- (a) Ensure that your black pumps are the standard sold through the Marine Corps Exchange. They are made of smooth leather or approved synthetic leather (including the shiny finish). They must be of conservative cut with closed toe and heels and without ornamental stitching or seams. Any elastic binding around the throat of the pump must match the color of the shoe.
- (b) Ensure that your heels measure not less than 1 inch nor more than 2½ inches in height. The base of the heel measures not less than 3/8 inch × 3/8 inch, not more than 1½ inch × 17/8 inch.
- (c) Wear pumps when you wear the blue dress skirts.

f. BELTS AND BUCKLES.

- (1) Wear all belts at the natural waistline with the right edge of the buckle (wearer’s right) on line with the edge of the fly front or coat flap, with belt buckles and brass tips being brightly polished at all times.
- (2) Wear the 1¼ inches wide cotton khaki web belt and buckle as issued or sold through the Marine Corps supply system.
 - The tip end extends at least 2 inches but not more than 4 inches beyond the buckle.
- (3) Wear the white web belt with all blue dress uniforms.

NOTE: Sergeants and below wear the plain waist plate and staff NCOs wear an ornamental stamped design with the Marine Corps emblem in the center of their waist plate.

g. NECKTIE CLASP

- (1) Wear the standard gold-colored necktie clasp at all times with the service necktie when the long-sleeve khaki shirt is worn as an outer garment.
- (2) Place the clasp horizontally on the necktie at a point midway between the third and fourth buttons from the top of the khaki shirt.

h. GLOVES.

- (1) Male.
 - Wear white gloves or carry them with all dress uniforms.
- (2) Female.
 - (a) Ensure that gloves are the standard as issued or sold through the Marine Corps supply system or sold through the Marine Corps Exchange.
 - (b) Wear white gloves at all times when in the blue dress “A” or “B” uniforms.

i. NECKTIE, male.

NOTE: Marines may purchase and wear approved hook-on (pre-tied) neckties. The hook-on ties are authorized for wear with the service uniform on all occasions including ceremonies, formations, and inspections.

j. WHITE VINYL CAP COVER, male.

NOTE: This is a component of the dress cap frame under the same regulations that are currently prescribed for wearing the white cotton cap cover.

k. HOSE, female.

- (1) Wear full-length nylon hose with the dress uniforms when wearing skirts.
- (2) Ensure that your hose harmonize with your natural skin tone.
- (3) Wear dark nylon hose of the gray and smoke shades with the blue dress, evening dress, and mess dress uniforms on formal occasions.

NOTE: Hose with seams, designs, pronounced open-work mesh, or fancy heels are not authorized.

l. UNDERGARMENTS, female.

- (1) You may wear adequate undergarments to include support garments, e.g., slips, bras, and girdles to ensure the proper fit, appearance, and opaqueness of the uniform.
- (2) You must maintain the conservative appearance of the uniform.
- (3) Undergarments should not be conspicuously visible.

5. *Wear organizational uniform items.*

- a. Organizational clothing and equipment are those individual clothing items on the unit's allowance list that are issued to Marines on a temporary basis to accomplish assigned duties.
- b. The Marine is accountable for organizational clothing and equipment issued and will return it upon reassignment.
- c. Organizational clothing will be issued only at the discretion of the commander, according to allowances and directives published by HQMC.
- d. Special organizational clothing such as coveralls, cold weather clothing, desert clothing, aviation clothing and equipment, and NBC defense protective clothing will be worn when and as prescribed by the commander.
- e. Separate items of organizational clothing or equipment listed in this chapter may be prescribed with the uniform at the commander's discretion.
- f. Organizational clothing and equipment other than listed in this chapter, such as cartridge belts, pistol belts, lanyards, helmets, cellular phones, pagers, etc., may be worn with the uniform when and as prescribed by the commander.

6. *Wear optional uniform items.*

- **OPTIONAL UNIFORM ARTICLES.** The following uniform items are optional for enlisted Marines as indicated, and may be purchased from sources other than the Marine Corps supply system, provided these items bear the USMC approval identification, unless noted otherwise with an asterisk (*):

- (1) Belt, service, synthetic leather
- (2) Boots, combat, non-system
- (3) Cape dress (SSgt and above, women only)
- (4) *Cover, cap rain (men only)
- (5) Crown, cap vinyl, white dress (men only)
- (6) Cuff link and necktie clasp set, service (SSgt and above, men only)
- (7) *Hamilton Wash (gold plated) brass items

- (8) *Handbag, black leather (women only)
- (9) *Havelock (women only)
- (10) Necktie, hook-on (pre-tied), khaki (men only)
- (11) *Overshoes, boots, and rubbers
- (12) Parka, ECWCS
- (13) *Scarf, wool, green
- (14) Shirt, khaki, w/French cuffs (SSgt and above, men only)
- (15) Shoes, chukka boot (SSgt and above, men only)
- (16) Suspenders, plain, without ornamentation (men only when wearing the blue coat)
- (17) Sweater, blue dress
- (18) *Sweatsuit, gray (cold weather PT uniform)
- (19) Sword and accessories, NCO
- (20) Tanker jacket
- (21) Undershirt, V-neck, white
- (22) Uniforms, evening dress (SSgt and above)
- (23) Uniforms, service, officers (SSgt and above)

REFERENCE(S):

MCO P1020.34, *Marine Corps Uniform Regulations*

TASK: MCCS.04.04 (CORE) WEAR INDIVIDUAL EQUIPMENT

CONDITION: GIVEN THE REQUIREMENT.

STANDARD: TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: Given cartridge belt (with suspenders or load-bearing vest), two magazine pouches, flak jacket, poncho, helmet with cover, magazines, two canteens with covers, canteen cup, butt-pack, and ALICE pack (782-gear).

Standard: To ensure standards of serviceability are met per the reference.

PERFORMANCE STEPS:

1. Wear protective equipment.

a. Wear flak jacket.

- (1) The flak jacket is worn over the utility blouse.
- (2) The flak jacket is secured in the center using the Velcro strips.
- (3) Your rank is worn centered on the center flap of the flak jacket.

b. Wear helmet with cover.

- (1) The cover is placed over the helmet and secured to the helmet liner with the cover retaining tabs as shown in figure 1.

NOTE: There is a front and back to the helmet cover. Ensure when placing it on the helmet it coincides with the front and back of the helmet.

- (2) The chin straps are threaded through the slots in the helmet cover.
- (3) When wearing the helmet, ensure the chin strap is fastened and tight across the chin.

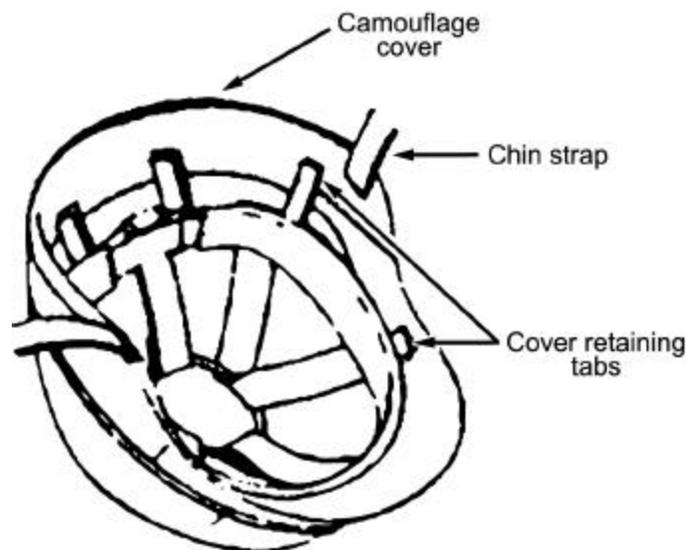


Figure 1

c. Wear poncho.

- (1) The poncho is worn over the flak jacket, web gear, and the ALICE pack as protection against the elements.
- (2) When not being worn, the poncho should be rolled up tightly and stored in either the butt-pack or a readily accessible pouch in the ALICE pack.

2. Wear load-carrying equipment.

a. Wear cartridge belt.

- (1) The cartridge belt is worn high on the waist and connected in front of the lower abdomen.
- (2) The cartridge belt is a one size fits all and must be adjusted to the appropriate size of the Marine as shown in figure 2.



Figure 2

b. Wear magazine pouches and magazines.

- (1) The magazine pouches, with three magazines per pouch, are worn on the front right and left of the cartridge belt, so when the cartridge belt is worn, the pouches sit on the front of the thighs as shown in figure 3.
- (2) The magazine pouches are attached to the cartridge belt with “alligator clips” (figure 4) that are black metal clips that slide over the cartridge belt and are fastened by a sliding piece that fits into a receptacle at the bottom of the clip (figure 5).

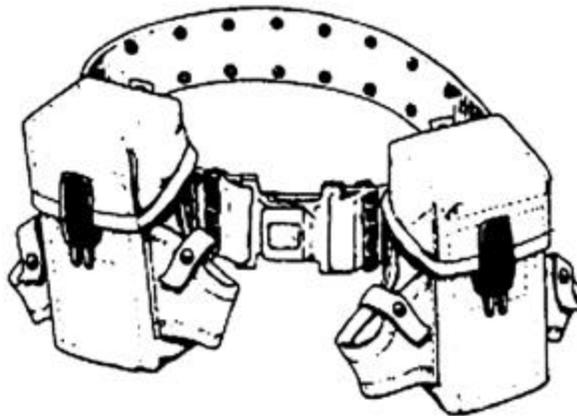


Figure 3

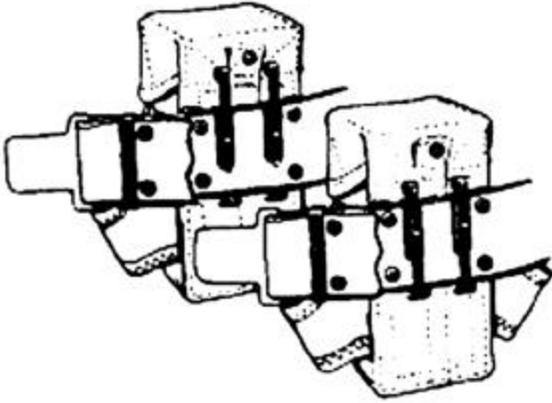


Figure 4

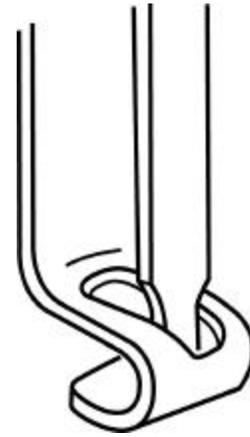


Figure 5

c. Wear canteens with covers and canteen cup.

- (1) The canteens are placed on rear right and left sides of the cartridge belt, so when the cartridge belt is worn the canteens sit above the buttocks.
- (2) The canteen covers are equipped with “alligator clips” and are attached to the cartridge belt in the same way as the magazine pouches.
- (3) The canteen cup is placed inside one of the canteen covers.
- (4) The canteens are placed inside the canteen covers and are secured by snapping shut the buttons on the canteen covers.

d. Wear butt-pack.

- (1) The butt-pack is placed in the center rear of the cartridge belt in between the canteens.
- (2) The butt-pack is equipped with “alligator clips” and is attached to the cartridge belt in the same way as the magazine pouches.

e. Wear suspenders or load-bearing vest.

- (1) The suspenders, as shown in figure 6, or load-bearing vest is attached to the cartridge belt using either snap hooks that fit into the equipment eyelet on the cartridge belt, or straps that fit over the belt and are secured by snaps (load-bearing vest).
- (2) After attached to the cartridge belt, the suspenders or load-bearing vest is worn on the shoulders over the flak jacket but under the shoulder flaps. The flak shoulder flaps should be snapped down, and the cartridge belt should be fastened in front of the lower abdomen.

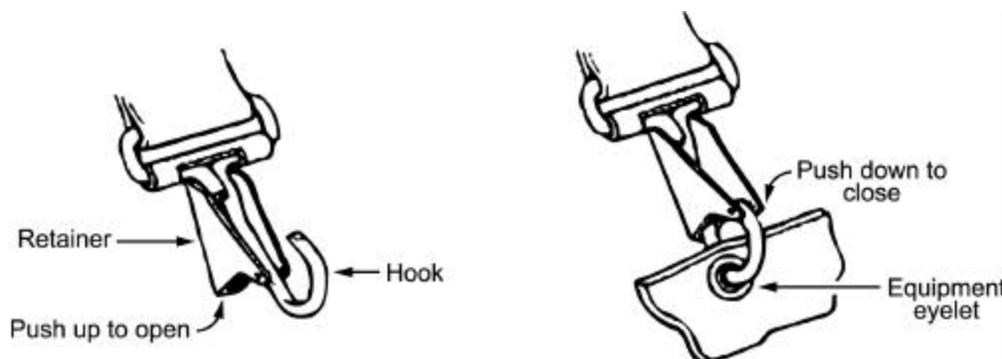


Figure 6

f. Wear the ALICE pack.

(1) The ALICE pack is worn over the flak jacket and load-carrying equipment like a backpack.

(2) The ALICE pack has adjustable straps that can be loosened or tightened for comfort and practicality.

REFERENCE(S):

FM 21-15, *Care and Use of Individual Clothing and Equipment*

ADMINISTRATIVE INSTRUCTIONS:

782-gear is worn per unit SOP.

TASK: **MCCS.04.05 (CORE) MAINTAIN PERSONAL APPEARANCE**

CONDITION: **ON A DAILY BASIS.**

STANDARD: **TO MEET APPLICABLE GUIDELINES PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is provided the requirement to maintain a professional personal appearance.

Standard: The Marine must maintain a professional personal appearance per the references .

GENERAL INFORMATION:

Do not show eccentricity in head, facial, or body hair. Make sure the dyes, tints, or bleaches, if used, are the artificial colors that harmonize with your complexion tone and eye color. Hair that protrudes from beneath properly worn headgear in an unsightly manner is considered excessive regardless of length.

PERFORMANCE STEPS:

1. *Maintain grooming standards.*

a. Males. Make sure your hair is neat and closely trimmed.

- (1) Hair will be clipped at the edges of the side and back and evenly graduated from zero at the hairline in the lower portion of the head to the upper portion of the head.
- (2) Hair will not be over 3 inches in length when fully extended on the upper portion of the head.
- (3) Back and sides of the head below the hairline may be shaved to remove body hair.
- (4) Sideburns will not extend below the top of the orifice of the ear as indicated by the line A-A as shown in figure 1.
- (5) Sideburns will not be styled to taper or flare.
- (6) Hair length of the sideburns will not exceed 1/8 inch when fully extended.
- (7) Hair will be styled so as not to interfere with the proper wear of uniform headgear.

NOTE: Male Marines are not required to have their hair clipped to the scalp except while undergoing recruit training or when a medical officer prescribes such action. However, this does not prohibit a male Marine from having his hair clipped to the scalp if he so desires.

(8) Make sure your face is clean-shaven, except when a mustache is worn.

1. The mustache will be neatly trimmed and contained within the lines B-B, C-C, D-D and the margin area of the upper lip as shown in figure 1.
2. The mustache length, when fully extended, will not exceed 1/2 inch.

NOTES: When a medical officer has determined that shaving is temporarily harmful to your health, hair may be grown on the face. In these cases, the current edition of MCO 6310.1 applies.

Marines are not required to have their chest hair clipped except that which is so long as to protrude in an unsightly manner above the collar of the long sleeve khaki shirt.

b. Females. Wigs will comply with the grooming regulations.

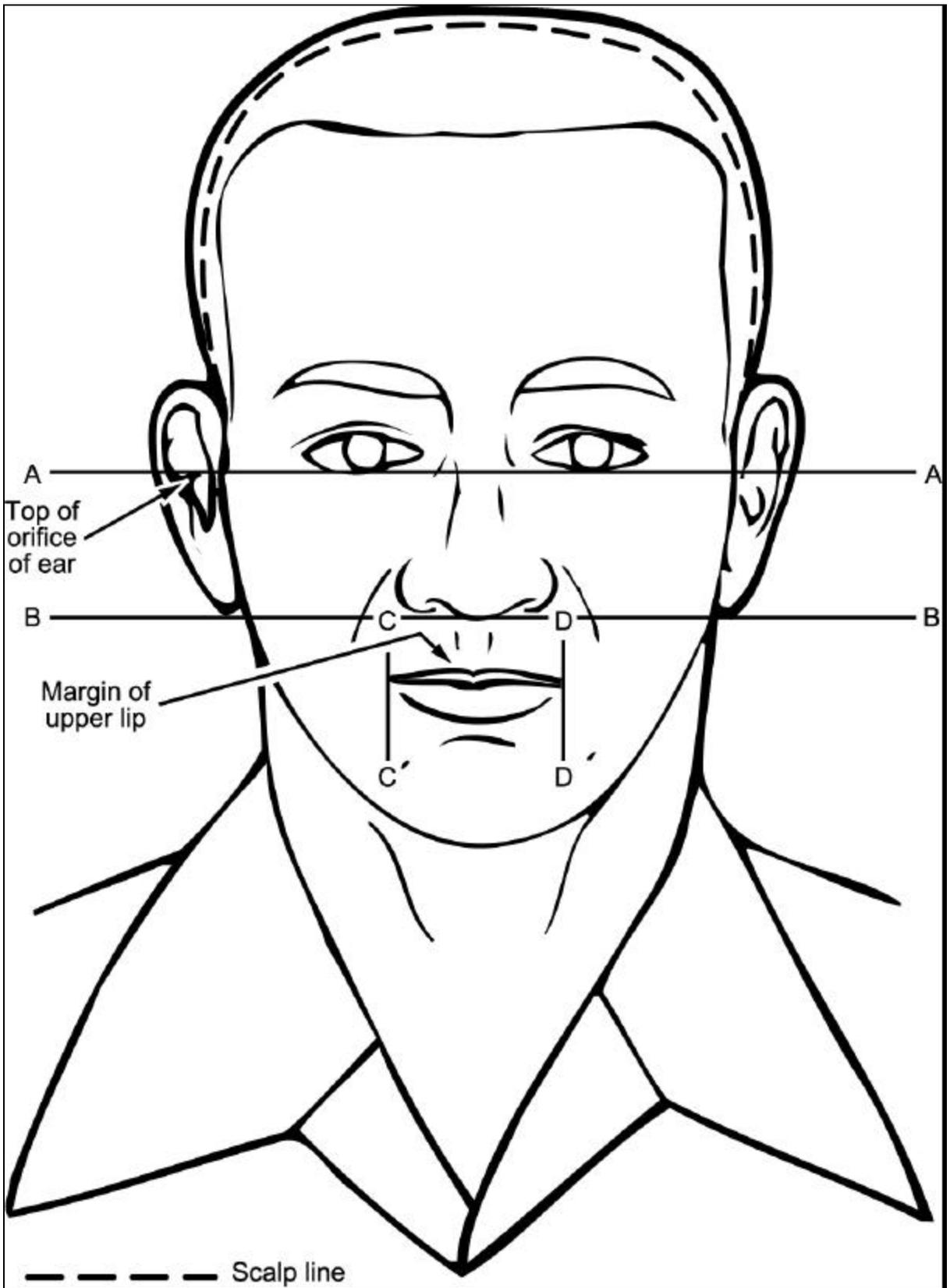


Figure 1

2. *Wear accessories (jewelry, sunglasses, cosmetics, watchbands, etc.) properly.*

a. Females. When in uniform, make sure your earrings are in compliance with the Marine Corps regulations.

- (1) Small, polished, yellow-gold color, ball, or round studded earrings (post, screw-on, or clip) that do not exceed 6mm in diameter (approximately 1/4 inch) are authorized for optional wear with the service and blue dress uniform.
- (2) Small, white pearl or pearl-like earrings are authorized for optional wear with the evening and mess dress uniforms.
- (3) Earrings should fit tightly against the ear and not extend below the earlobe.

NOTES: Only one earring will be worn on or in each earlobe.

Earrings are not authorized for wear with the utility uniform while in formation or when participating in a parade, review, ceremony, or other similar military functions.

Male Marines are not authorized to wear earrings under any circumstances.

b. Ensure the standards for wearing miscellaneous articles are maintained.

(1) Unless otherwise authorized by the Commandant of the Marine Corps or higher authority, the following articles and other similar items will not be worn or carried exposed when in uniform:

- Pencils
- Pens
- Watch chains
- Fobs
- Pins
- Jewelry (except as authorized herein)
- Handkerchiefs
- Combs
- Cigarettes
- Pipes
- Barrettes
- Hair ribbons or ornaments
- Flowers (corsages, boutonnieres, etc.)

(2) Inconspicuous wristwatches, watchbands, and rings may be worn while in uniform.

(3) Sunglasses are prohibited in formation unless authorized by medical authority and worn in accordance with the regulations.

- (a) Sunglass lenses will be of a standard green or dark green shade, or they may be the type commonly referred to as "photosensitive."
- (b) Eyeglasses or sunglasses, when worn, will be conservative in appearance.
- (c) Eccentric or conspicuous eyepieces will not be worn.
- (d) Chains or ribbons will not be attached to eyeglasses.

(4) Females. Carry your umbrella in your left hand so that you can render the proper hand salute.

NOTES: Female Marines may carry an all black plain standard or collapsible umbrella at their option during inclement weather.

The use of umbrellas in formation and the carrying and use of umbrellas with the utility uniform is inappropriate and is prohibited.

3. *Maintain weight and body fat standards.*

The Marine Corps has traditionally been associated with a military image that is neat and trim in appearance. It is essential to the day-to-day effectiveness and combat readiness of the Marine Corps that every Marine maintains the established standards of health, fitness, and appearance. The habits of self-discipline require gaining and maintaining a healthy body, inherent in the Marine Corps' way of life that must be part of the character of every Marine.

NOTE: Marines who exceed Marine Corps weight standards or display poor military appearance due to improper weight distribution will be placed on the unit's weight and personal appearance program.

a. Maintain weight in proportion to the height standards shown below in figures 2 and 3.

Male Marines (regardless of age)

<u>Height (inches)</u>	<u>64</u>	<u>65</u>	<u>66</u>	<u>67</u>	<u>68</u>	<u>69</u>	<u>70</u>	<u>71</u>	<u>72</u>	<u>73</u>	<u>74</u>	<u>75</u>	<u>76</u>	<u>77</u>	<u>78</u>
<u>Weight (pounds)</u>															
<u>minimum</u>	<u>105</u>	<u>106</u>	<u>107</u>	<u>111</u>	<u>115</u>	<u>119</u>	<u>123</u>	<u>127</u>	<u>131</u>	<u>135</u>	<u>139</u>	<u>143</u>	<u>147</u>	<u>151</u>	<u>153</u>
<u>maximum</u>	<u>160</u>	<u>165</u>	<u>170</u>	<u>175</u>	<u>181</u>	<u>186</u>	<u>192</u>	<u>197</u>	<u>203</u>	<u>209</u>	<u>214</u>	<u>219</u>	<u>225</u>	<u>230</u>	<u>235</u>

Figure 2

Female Marines (regardless of age)

<u>Height (inches)</u>	<u>58</u>	<u>59</u>	<u>60</u>	<u>61</u>	<u>62</u>	<u>63</u>	<u>64</u>	<u>65</u>	<u>66</u>	<u>67</u>	<u>68</u>	<u>69</u>	<u>70</u>	<u>71</u>	<u>72</u>	<u>73</u>
<u>Weight (pounds)</u>																
<u>minimum</u>	<u>90</u>	<u>92</u>	<u>94</u>	<u>96</u>	<u>98</u>	<u>100</u>	<u>102</u>	<u>104</u>	<u>106</u>	<u>109</u>	<u>112</u>	<u>115</u>	<u>118</u>	<u>122</u>	<u>125</u>	<u>128</u>
<u>maximum</u>	<u>121</u>	<u>123</u>	<u>125</u>	<u>127</u>	<u>130</u>	<u>134</u>	<u>138</u>	<u>142</u>	<u>147</u>	<u>151</u>	<u>156</u>	<u>160</u>	<u>165</u>	<u>170</u>	<u>175</u>	<u>180</u>

Figure 3

b. Maintain body fat standards.

(1) Guidelines for body fat measurement.

- (a) Marines will be measured for body fat by personnel responsible for monitoring the unit's weight control program or by medical personnel. Individuals of the same gender will measure Marines.
- (b) Procedures for determining percent body fat require the use of a standard, non-stretching (cloth or fiberglass) tape measure. The tape should be applied to body landmarks with sufficient tension to keep it in place without indenting the skin surface. Marines should report for measurements in PT gear. With the exception of the hip measurement for women, all measurements will be taken on bare skin.
- (c) To ensure greater accuracy, measurements will be taken twice. The lower of the two measurements is recorded. At each body site that is measured, ensure sufficient tension is placed on the tape to hold it in place against the body without indenting the skin. An added assist may be gained by placing a paperclip to hold the tape in position. This technique will help to keep the tape taut to prevent slippage, and enable the measurer to step back and observe for proper tape placement.
- (d) Initial body composition screening is conducted using height/weight measurements. Marines exceeding the maximum allowable weight will be tape measured for percent body fat.

(2) Males. Procedures for body fat percent measurement.

- (a) Measure height without shoes up to the nearest half-inch. Instruct the Marine to stand with feet together flat on the deck, take a deep breath, and stand fully erect.

- (b) Measure the neck circumference by placing the edge of the tape measure flush with the bottom of the larynx (Adams apple) and perpendicular to the long axis of the neck. The Marine should look straight ahead during the measurement, with shoulders down (not hunched). For neck measurement in excess of the whole inch, round the measurement “UP” to the nearest half-inch and record (e.g., round 16 1/4 inches to 16 1/2 inches).
 - (c) Measure abdominal circumference against the skin at the navel, level and parallel to the deck. Arms are at the sides. Take measurement at the end of the Marine’s normal, relaxed exhalation. Round abdominal measurement “DOWN” to the nearest half-inch and record (e.g., round 34 3/4 to 34 1/2 inches).
 - (d) Determine percent body fat by subtracting the neck measurement from the abdominal measurement and comparing this value (Circumference Value = Abdomen Circumference – Neck Circumference (in inches)) against the height measurement. Refer to the “PERCENT FAT ESTIMATION FOR MEN” charts (four) located within MCO 6100.10B W/CH 1-4 in ALMAR 326/97.
- (3) Females. Procedures for body fat percent measurement.
- (a) Measure height without shoes up to the nearest half-inch. Instruct the Marine to stand with feet together flat on the deck, take a deep breath, and stand fully erect.
 - (b) Measure the neck circumference by placing the edge of the tape measure flush with the bottom of the larynx and perpendicular to the long axis of the neck. The Marine should look straight ahead during the measurement, with shoulders down (not hunched). Round neck measurement “UP” to the nearest half-inch and record (e.g., round 13 3/8 inches to 13 1/2 inches).
 - (c) Measure the natural waist circumference against the skin at the point of minimal abdominal circumference, usually located about halfway between the navel and the lower end of the sternum (breastbone). When this site is not easily observed, take several measures at probable sites and use the smallest value. Ensure the tape is level and parallel to the deck. Arms are at the sides. Take measurements at the end of a normal relaxed exhalation. Round natural waist measurement “DOWN” to the nearest half-inch and record (e.g., round 28 5/8 inches to 28 1/2 inches).
 - (d) Measure the hip circumference while facing the Marine’s right side by placing the tape around the hips so that it passes over the greatest protrusion of the buttocks as viewed from the side. Ensure the tape is level and parallel to the deck. Apply sufficient tension on the tape to minimize the effect of clothing. Round the hip measurement “DOWN” to the nearest half-inch and record (e.g., round 38 3/8 inches to 38 inches).
 - (e) Determine percent body fat by adding the waist and the hip measurements, subtracting the neck measurement and comparing values (Circumference Value = Natural Waist + Hip Circumference – Neck Circumference (in inches)) against the Marine’s height measurement. Refer to the “PERCENT FAT ESTIMATION FOR WOMEN” charts (eight) located within MCO 6100.10B W/CH 1-4 in ALMAR 326/97.

REFERENCE(S):

MCO 6100.10, *Weight Control and Military Appearance*
MCO P1020.34, *Marine Corps Uniform Regulations*

TASK: **MCCS.04.06 (CORE) MAINTAIN STANDARDS FOR CIVILIAN ATTIRE**

CONDITION: **GIVEN LEAVE, LIBERTY, OR OTHER OCCASION.**

STANDARD: **TO MEET APPLICABLE GUIDELINES PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must maintain standards for civilian attire.

PERFORMANCE STEPS:

1. Wear civilian attire.

NOTE: The Commandant of the Marine Corps has extended the privilege of wearing civilian clothing to officers and enlisted Marines within the limitations of the reference.

a. Civilian attire is authorized within the United States under the following conditions.

- (1) When in an off-duty status
- (2) When directed by competent authority
- (3) While on authorized leave of absence or on liberty

b. Civilian attire is authorized aboard ship or aircraft under the following conditions.

- (1) When directed by competent authority
- (2) While leaving or returning to the ship
- (3) While awaiting transportation after being given permission to leave the ship
- (4) While on authorized leave of absence, liberty, or in any off-duty status ashore
- (5) When traveling aboard Category B military air charters, unless an individual's orders specifically require the wear of a uniform

c. Civilian attire is authorized outside the United States under the following conditions.

- (1) When civilian clothing is required by the laws of a foreign country
- (2) When directed by competent authority
- (3) When it is necessary in performing specialized duties
- (4) When on leave and traveling in a foreign country

d. Maintain the standards of dress on all occasions when civilian attire is authorized.

NOTE: Marines may well be associated and identified with the Marine Corps even when not wearing a uniform. Therefore, when civilian clothing is worn, Marines will ensure their dress and personal appearance are conservative and commensurate with the high standards traditionally associated with the Marine Corps.

- (1) No eccentricities of dress will be permitted.
- (2) The wearing of earrings by male Marines, under any circumstances, is prohibited.
- (3) Female Marines are authorized the wearing of earrings; however, the wearing of any other body piercing rings or studs by any Marine, under any circumstances, is prohibited.

- (4) When civilian clothing has been authorized by competent authority for wear in a duty status in lieu of a uniform, the civilian clothing will be of the same comparable degree of formality as the uniform prescribed for such duty.
- (5) Standards of dress and appearance will be conservative and meet the same high standards established for personnel in uniform.

e. Authorized uniform items for wear with civilian attire.

MALE	FEMALE
(a) Gold cuff links, studs, tie bar	(a) White shirt without insignia of grade
(b) Footwear, socks	(b) Footwear
(c) Mourning band, gloves	(c) Gloves, handbag, clutch purse, mourning band
(d) Drawers, white undershirts	(d) Service sweater, green wool scarf, general purpose trunks
(e) Black bow tie, service sweater, green wool scarf, general purpose trunks	(e) Maternity uniform
(f) All weather coat, tanker jacket, or dress blue sweater without insignia of grade	(f) All weather coat, tanker jacket, or dress blue sweater without insignia of grade

NOTE: Uniform items that have been declared obsolete may be worn with civilian clothing when appropriate, provided such items contain no distinctive insignia or buttons.

2. *Maintain serviceability.*

- Civilian attire will conform to the same serviceability standards of uniforms. No ripped, torn, cut or fraying items will be worn as civilian attire.

3. *Maintain cleanliness.*

- Civilian attire will conform to the same cleanliness standards of uniforms.

REFERENCE(S):

MCO P1020.34, Marine Corps Uniform Regulations

TASK: **MCCS.04.07 (CORE) STAND A PERSONNEL INSPECTION**

CONDITION: **GIVEN THE REQUIREMENT, COMMANDER'S GUIDANCE, DESIGNATED INDIVIDUAL CLOTHING AND COMBAT EQUIPMENT (782-GEAR), AND AN INSPECTOR.**

STANDARD: **TO MEET OR EXCEED REQUIREMENTS PER THE REFERENCES AND COMMANDER'S GUIDANCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is provided the commander's guidance, designated individual clothing and combat equipment (782-gear), and an inspector.

Standard: The Marine must meet or exceed the requirements according to the commander's guidance.

PERFORMANCE STEPS:

1. *Wear proper fitting and serviceable uniforms. (See TASK: **MAINTAIN MILITARY CLOTHING (MCCS.04.01)**.)*
2. *Wear accessories correctly. (See TASK: **MAINTAIN PERSONAL APPEARANCE (MCCS.04.05)**.)*
3. *Maintain proper grooming standards. (See TASK: **MAINTAIN PERSONAL APPEARANCE (MCCS.04.05)**.)*
4. *Ensure individual weapon is properly maintained, as appropriate. (See TASK: **MAINTAIN THE M16A2 SERVICE RIFLE (MCCS.11.02)**.)*
5. *Execute manual of arms, as appropriate. (See TASK: **PERFORM INDIVIDUAL DRILL MOVEMENTS WITH OR WITHOUT ARMS (MCCS.03.02)**.)*

REFERENCE(S):

MCO P1020.34, *Marine Corps Uniform Regulations*
NAVMC 2691, *Marine Corps Drill and Ceremonies Manual*
TM 05538C-10/1A, *Operator's Manual, Rifle, 5.56mm, M16A2 W/E*
TM-10120-15/1B, *Uniform Fitting and Alterations*

TASK: **MCCS.04.08 (CORE) STAND A CLOTHING AND EQUIPMENT INSPECTION**

CONDITION: **GIVEN THE REQUIREMENT, COMMANDER’S GUIDANCE, DESIGNATED INDIVIDUAL CLOTHING AND COMBAT EQUIPMENT (782-GEAR), A DISPLAY AREA, AND AN INSPECTOR.**

STANDARD: **TO MEET OR EXCEED REQUIREMENTS PER THE REFERENCES AND COMMANDER’S GUIDANCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is provided the requirement to stand a clothing and equipment inspection, commander’s guidance, individual clothing and combat equipment (782 -gear), a display area, and an inspector.

Standard: The Marine must stand a clothing and equipment inspection and meet or exceed the requirements according to the commander’s guidance.

Administrative Note: See **TASK MAINTAIN MILITARY CLOTHING (MCCS.04.01)**

TASK MAINTAIN INDIVIDUAL EQUIPMENT (MCCS.04.02)

TASK STAND A PERSONNEL INSPECTION (MCCS.04.07)

PERFORMANCE STEPS:

1. *Display all individual clothing items.*
 - a. Receive commander’s guidance which should include the following:
 - (1) Type of inspection
 - (2) Time and place of inspection
 - (3) List of uniforms and equipment to be inspected
 - (4) Format or diagram of how items are to be displayed
 - b. Inventory your uniform articles.
 - Account for each item that you are responsible to display.
 - c. Inspect your uniform articles.
 - (1) Check each item for serviceability.
 - (2) Repair or replace any unserviceable items.
 - d. Ensure that your uniform articles are properly marked. (See **TASK: MAINTAIN MILITARY CLOTHING (MCCS.4.01).**)
 - e. Prepare each uniform article and piece of equipment for display. (See **TASK: MAINTAIN MILITARY CLOTHING (MCCS.4.01).**)

NOTE: Account for items not available at the time of inspection with an itemized slip from the laundry, dry cleaners, tailor, or cobbler.

- f. Arrange clothing and equipment in the prescribed manner (figures 1 through 14).

NOTE: To promote uniformity throughout the Marine Corps, the illustrations in figures 1 through 14 should be used as model displays whenever possible. The commander may prescribe displays that will vary from these. A commander may require any combination of bunk and wall locker display that is necessary to achieve his inspection purposes.

- g. Display medical warning tag (if applicable) next to identification tags.
- h. Display your extra set of military glasses (if applicable) on the left side of the identification card.
- i. Don the uniform designated for wear during the inspection. (See TASK: **STAND A PERSONNEL INSPECTION (MCCS.4.07).**)



Figure 1

- Position trousers together in the same right-to-left sequence as matching coats and shirts (e.g., all blue trousers, then all green service trousers, etc., right to left as the viewer faces the wall locker or wardrobe)

NOTE: Hang trousers so that the fly opens to the front and the pant leg hangs to the left side of the hanger.

- Place sea bag at bottom of wall locker.
- Place service sweater on top of three-drawer unit or place at the bottom of wall locker.
- Hang scarf on the hanger under the two web belts.



Figure 2

- Position skirts and slacks together in the same right-to-left sequence as matching coats and shirts.

NOTE: Hang slacks so that the fly opens to the front and the pant leg hangs to the left side of the hanger.

- Place sea bag at bottom of wall locker.
- Place service sweater on top of three drawer unit or place at the bottom of wall locker.

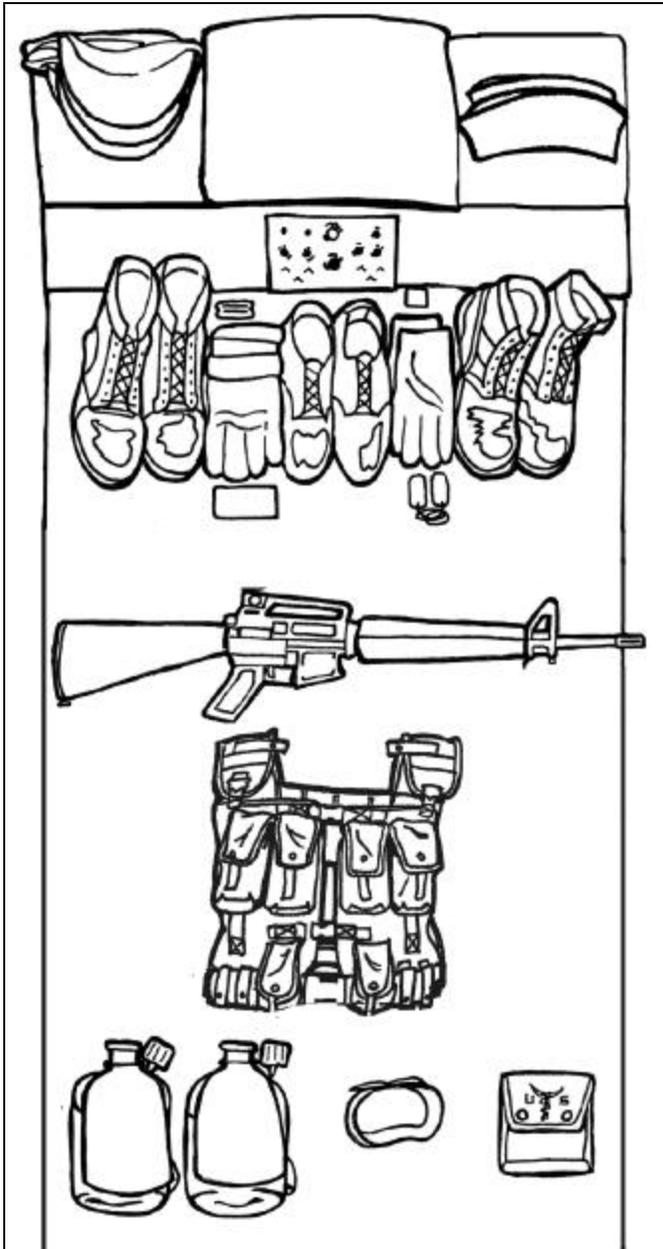


Figure 3

- Place field coat (jacket) under the ALICE pack.
- Place poncho liner on the top left corner of bunk.
- Place poncho on the top right corner of bunk.

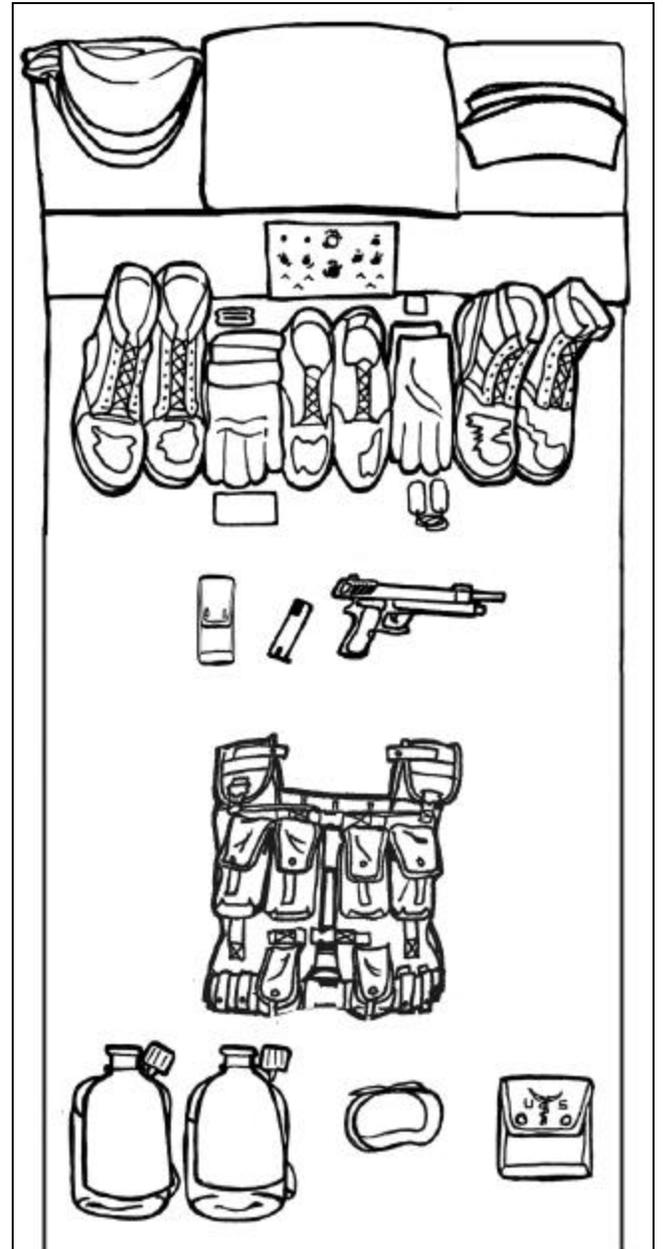


Figure 4

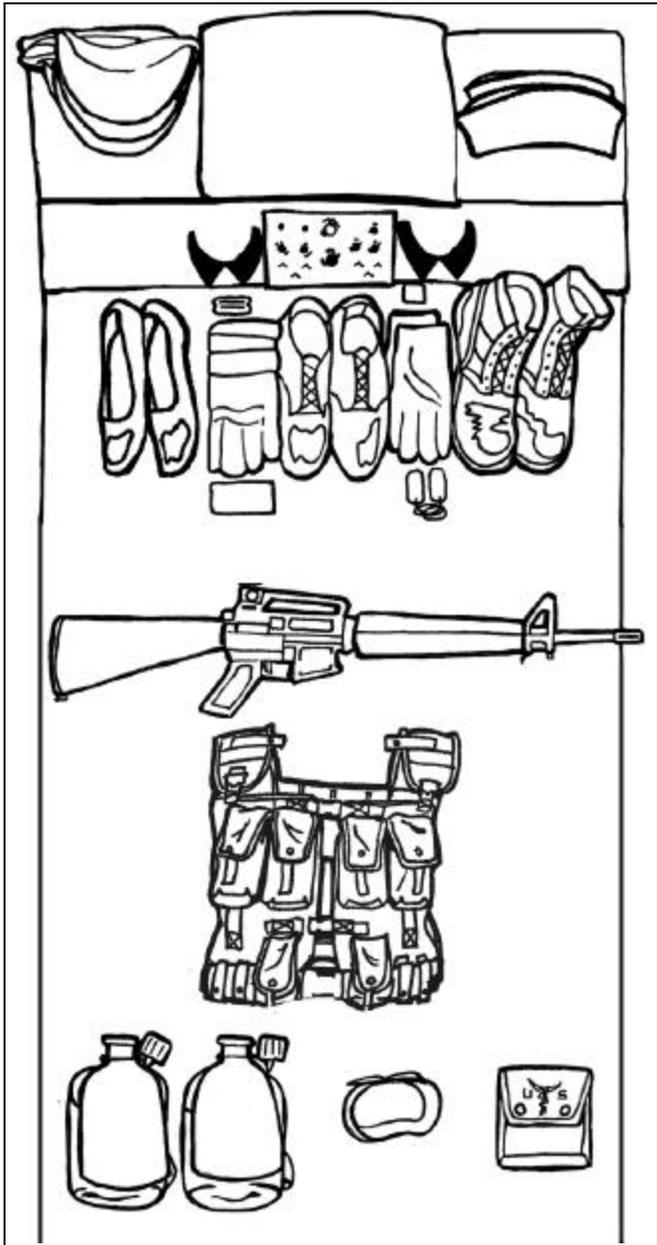


Figure 5

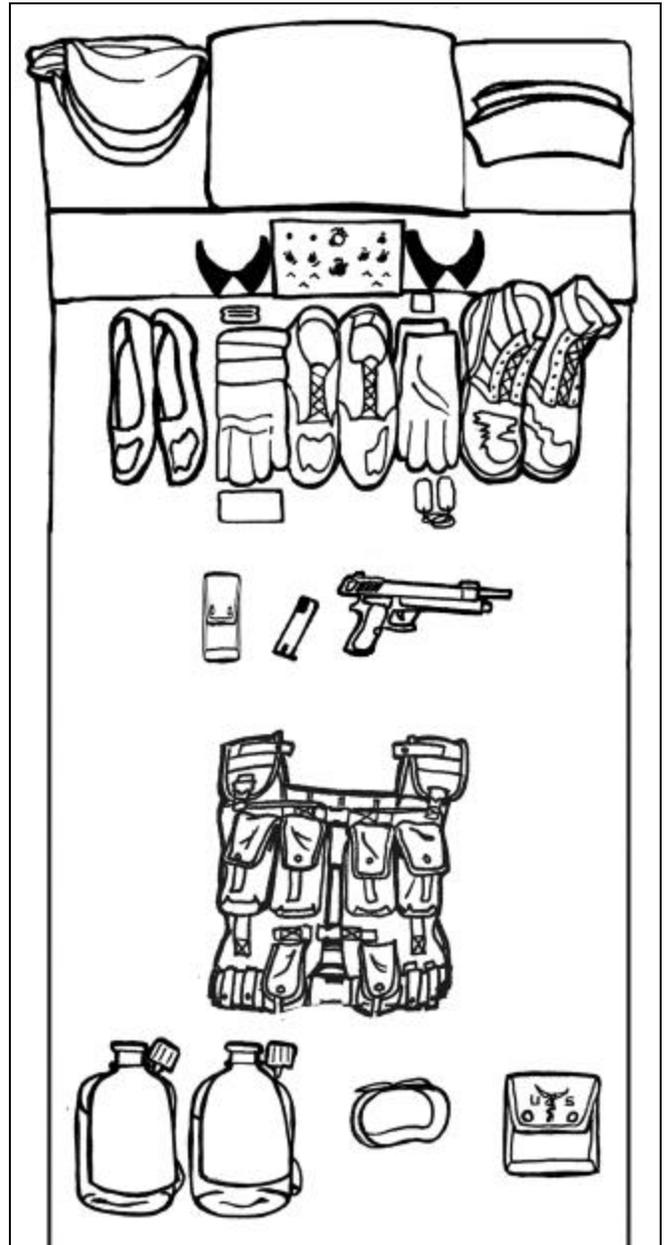


Figure 6

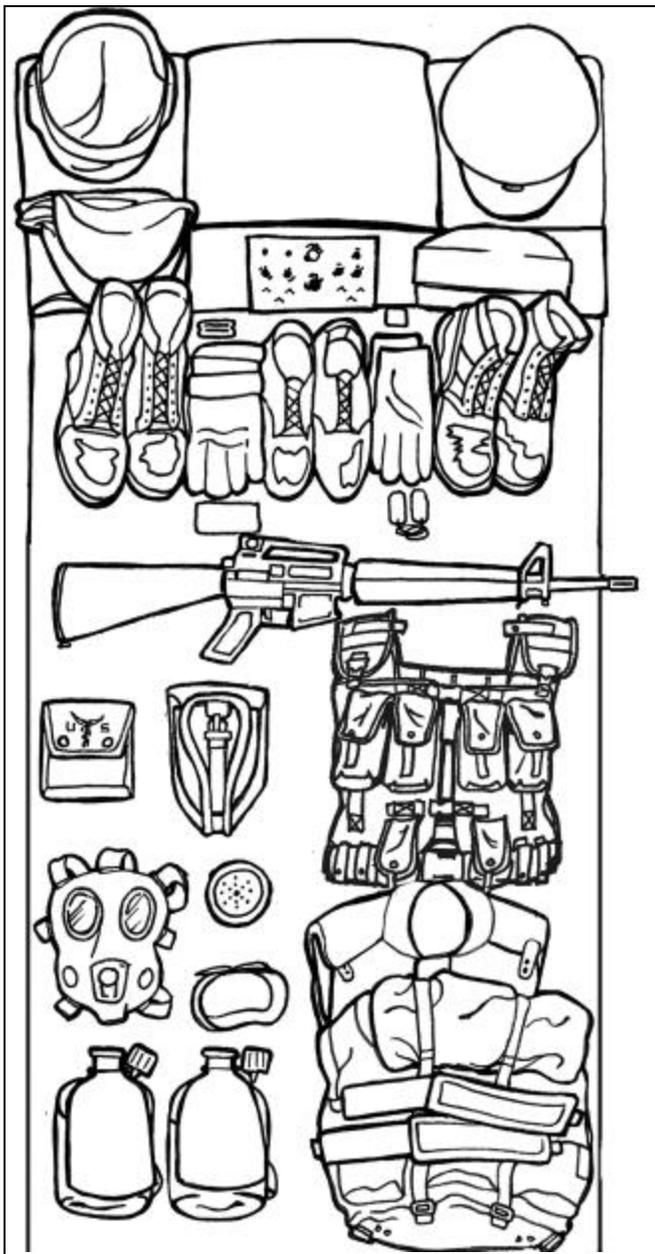


Figure 7

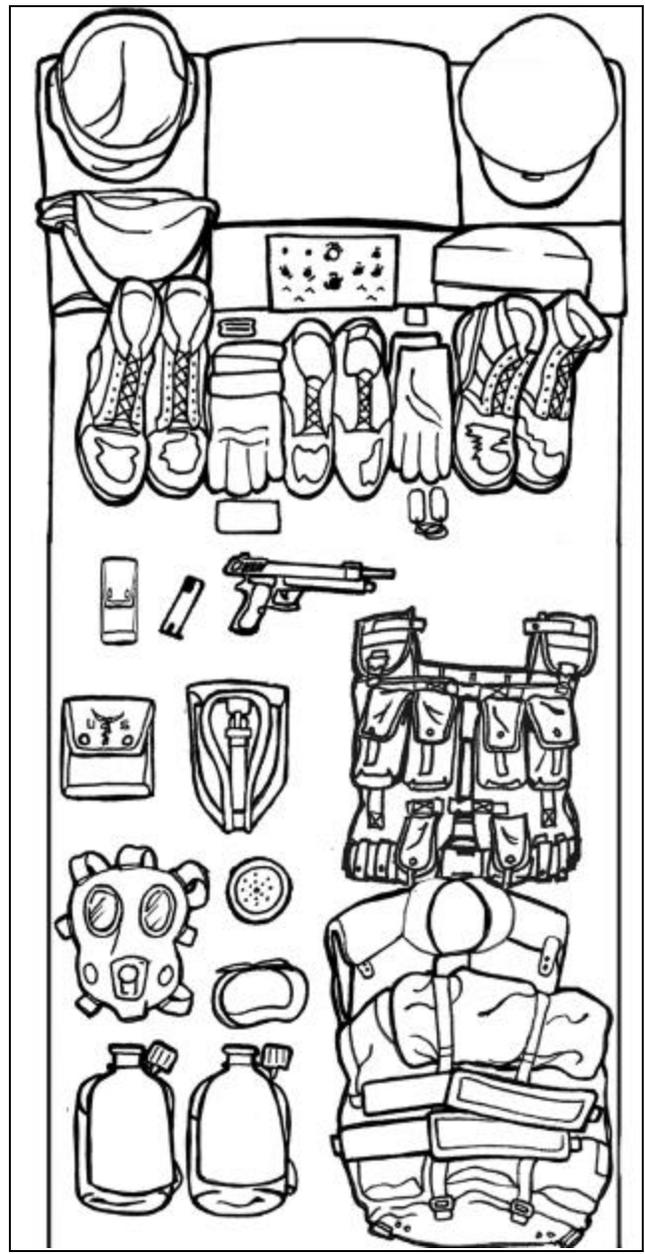


Figure 8

- Place field coat (jacket) under the ALICE pack.
- Place poncho liner on the top left corner of bunk.
- Place poncho on the top right corner of bunk.
- Place shelter half under E-tool and cartridge belt.



Figure 9

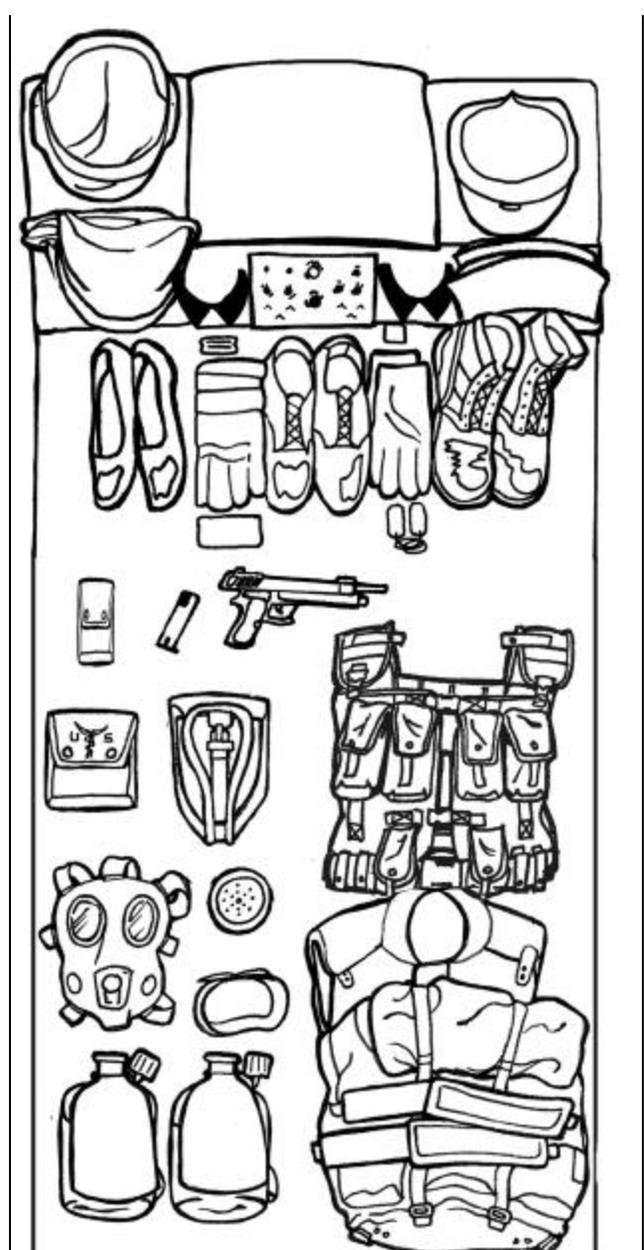


Figure 10

- Place field coat (jacket) under the ALICE pack.
- Place poncho liner on the top left corner of bunk.
- Place poncho on the top right corner of bunk.
- Place shelter half under E-tool and cartridge belt.

2. Display all combat equipment (782-gear).

NOTE: Any new equipment introduced into the supply system should be displayed in the area occupied by the equipment it is replacing.

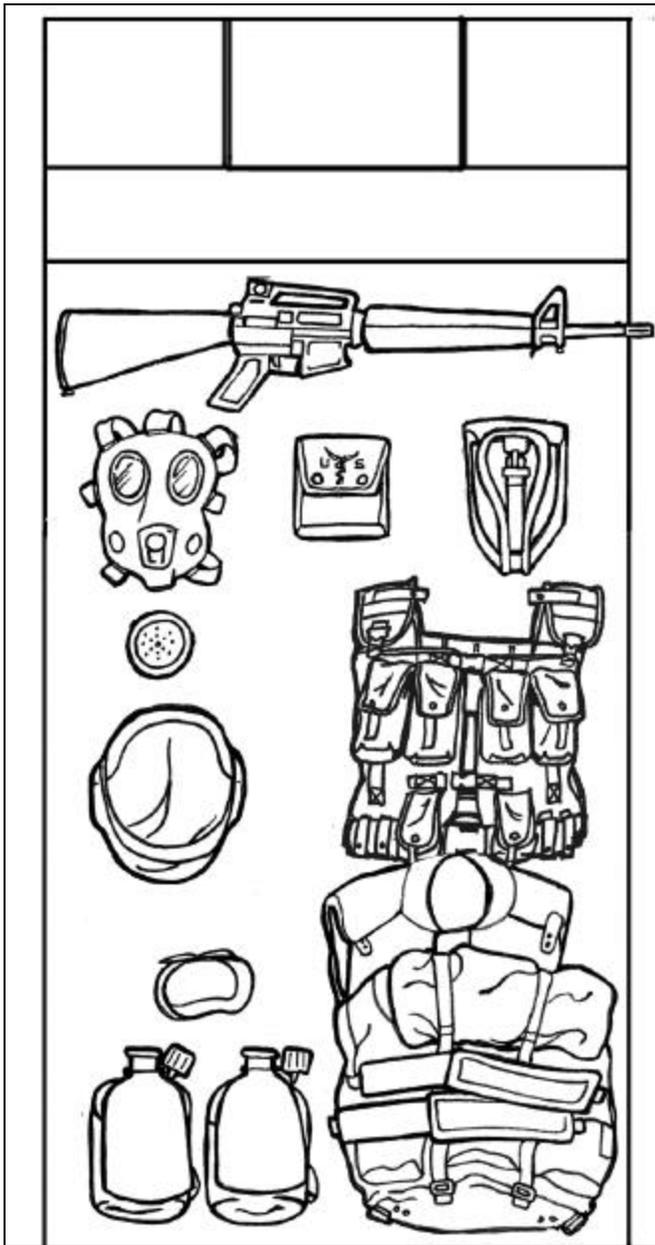


Figure 11

- Place field coat (jacket) under the ALICE pack.
- Place poncho liner on the top left corner of bunk.
- Place poncho on the top right corner of bunk.
- Place shelter half under E-tool and cartridge belt.

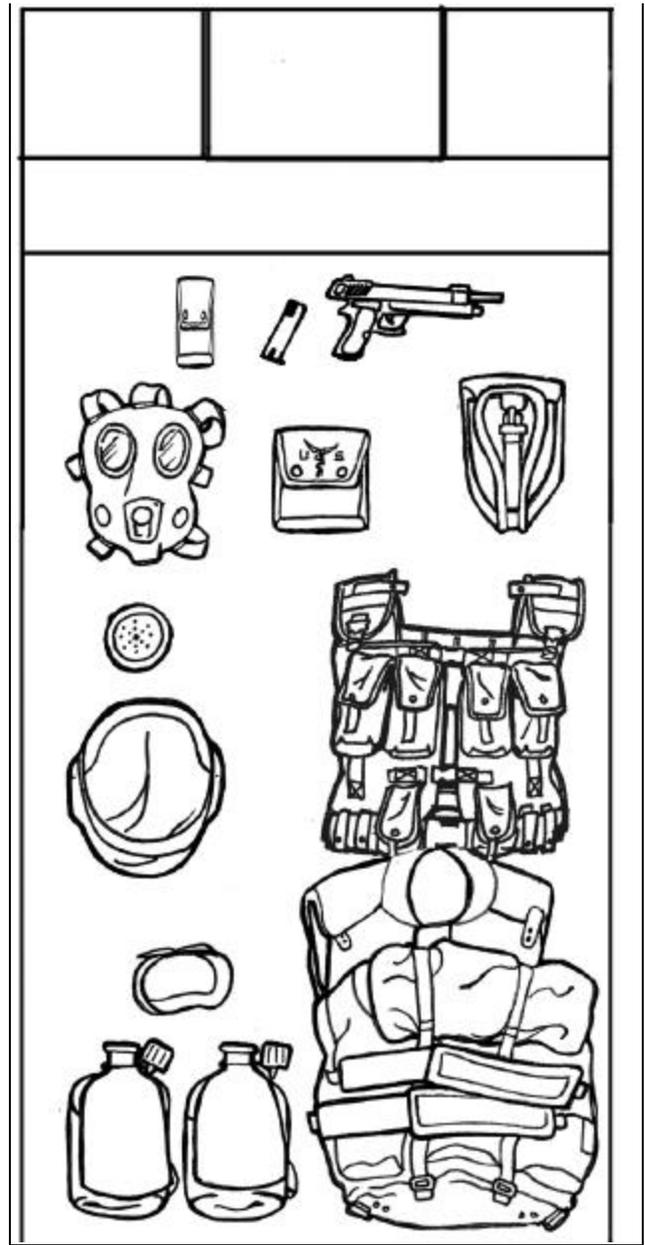


Figure 12

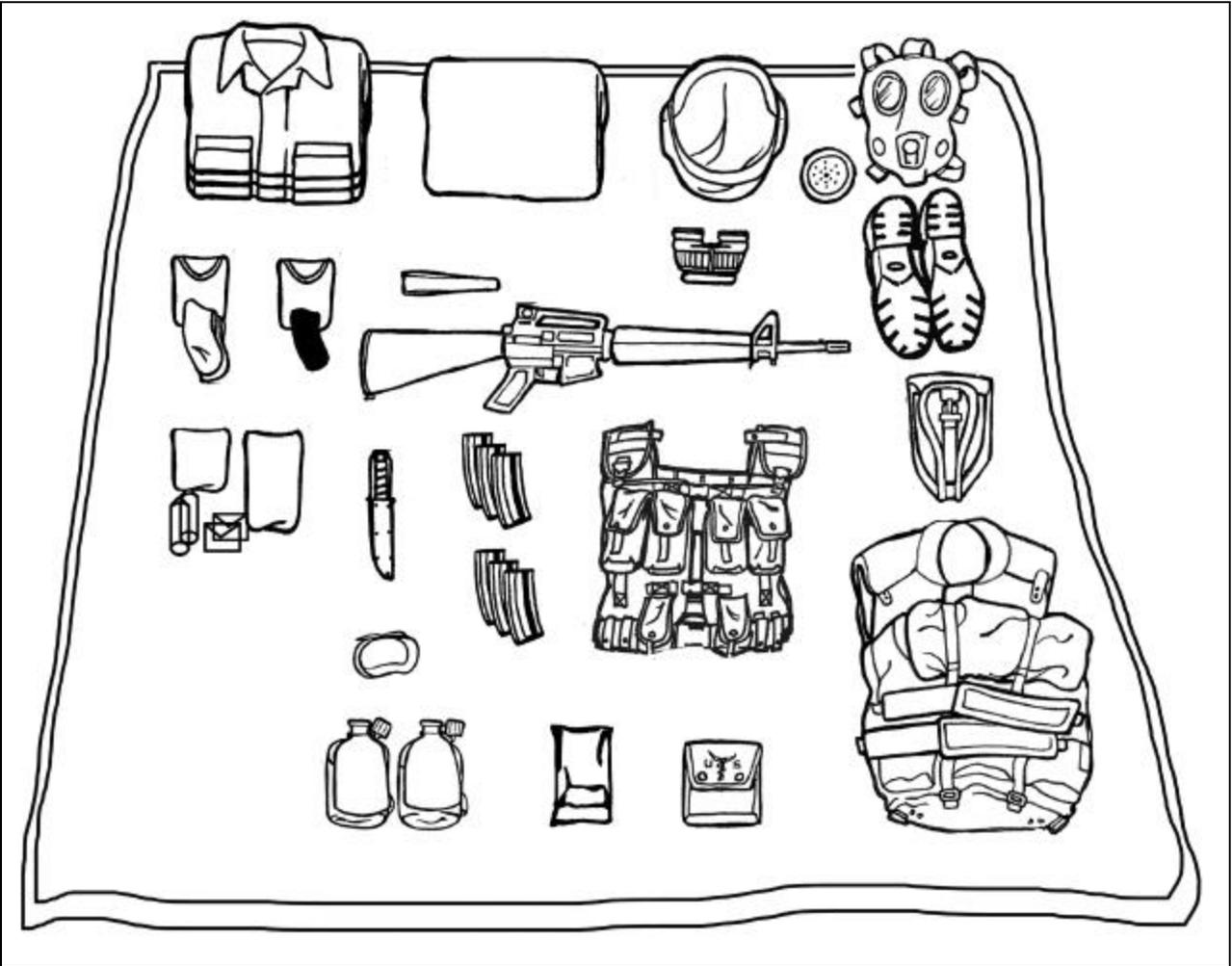


Figure 13

- Place field coat (jacket) under ALICE pack.
- Place poncho liner under helmet.
- Place shelter half to left of helmet.
- Position any organizational equipment, such as binoculars, compass, etc., in the center of the display.

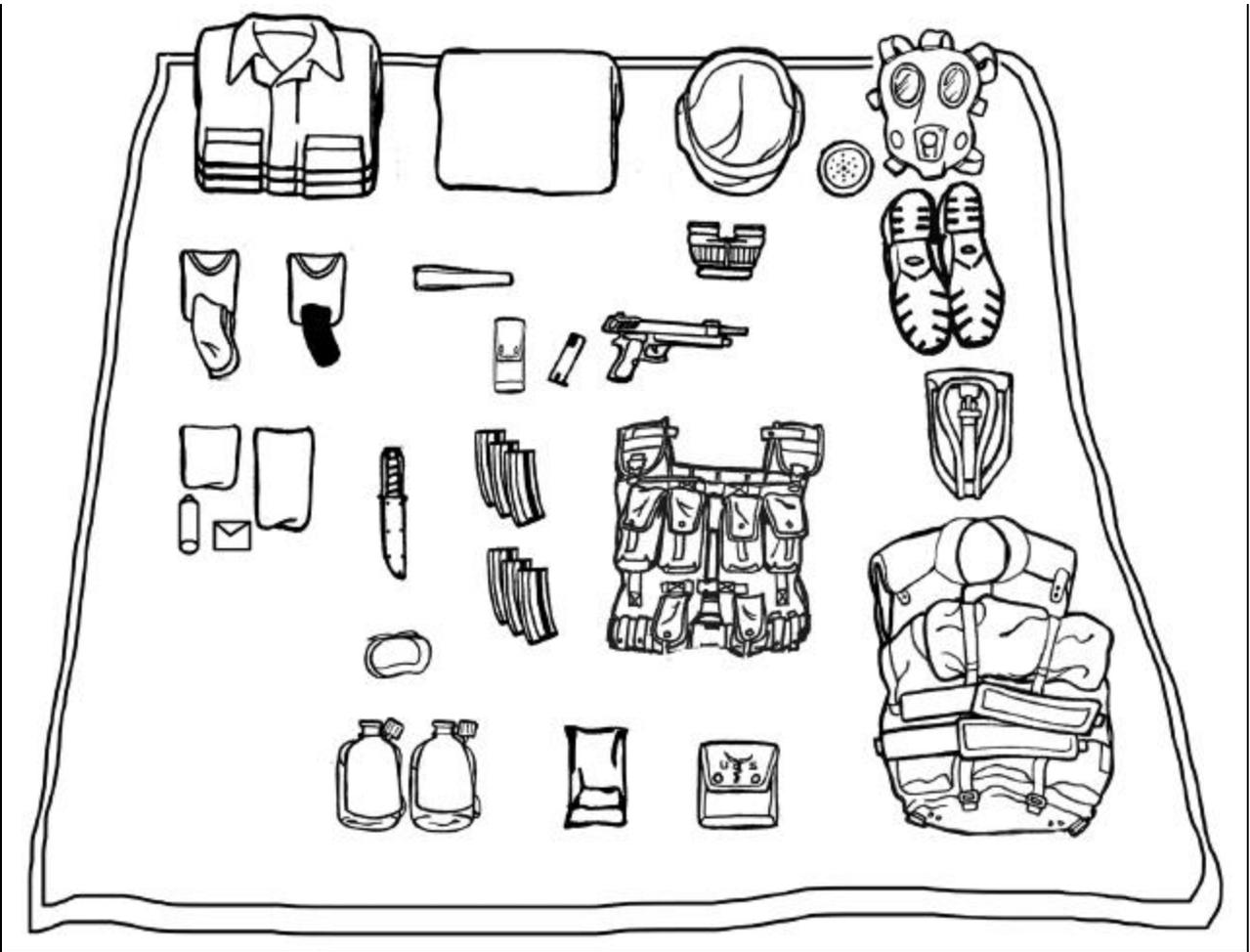


Figure 14

- Place field coat (jacket) under ALICE pack.
- Place poncho liner under helmet.
- Place shelter half to left of helmet.
- Position any organizational equipment, such as binoculars, compass, etc., in the center of the display.

REFERENCE(S):

FM 21-15, *Care and Use of Individual Clothing and Equipment*
MCO P1020.34, *Marine Corps Uniform Regulations*

TASK: **MCCS.04.09 (CORE) EXPLAIN THE CLASSIFICATIONS OF MARINE CORPS AWARDS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the types of Marine Corps awards which include decorations, medals, badges, and trophies. He or she must provide the criteria or justification for receiving each award issued.

PERFORMANCE STEPS:

1. *Explain personal decorations.*

- Personal decorations are awarded to individual Marines for heroism, gallantry, or valor. Examples include the Medal of Honor, Purple Heart, and the Navy Cross. Personal decorations can also be awarded for meritorious service such as the Meritorious Service Medal and the Navy-Marine Corps Achievement Medal.

2. *Explain unit decorations.*

- Unit decorations are awarded to a Marine unit for outstanding performance inside or outside the United States. The French Fourragere is one example. It is the senior unit award and the first collective award won by the U.S. Marines. Other examples of unit awards include the Navy Unit Commendation and the Meritorious Unit Commendation.

NOTES: The Croix de Guerre is awarded only to military personnel of French origin.

 The French Fourragere is still worn by the Fifth and Sixth Marine Regiments.

3. *Explain campaign or service medals and ribbons.*

- These awards are issued to “all hands” who take part in a particular campaign or serve during a specific time period for which the award is authorized. An award can also be earned for notable achievement in a non-combat environment. An example would be the Antarctica Service Medal.

4. *Explain marksmanship badges and trophies.*

- Badges are awarded to individuals who demonstrate special proficiency or skill in marksmanship. Trophies are awarded at various levels to include United States and international distinguished shooter competitions and Marine Corps rifle and pistol championships.

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*

ADMINISTRATIVE INSTRUCTIONS:

Decorations and awards can be viewed with the NAVMC 2507, Decorations and Awards Poster.

TASK: **MCCS.05.01 (CORE) EXPLAIN MARINE CORPS LEADERSHIP**
CONDITION: **GIVEN THE REQUIREMENT.**
STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources. The Marine is provided the requirement to explain the objectives of leadership to other Marines.

Standard: The Marine must explain the goal and objective of leadership to other Marines.

PERFORMANCE STEPS:

1. *State the primary goal of Marine Corps leadership.*

- a. The primary goal of Marine Corps leadership is to instill in all Marines the fact that we are warriors first. The only reason the United States of America needs a Marine Corps is to fight and win wars. Everything else is secondary. Our leadership training is dedicated to the purpose of preparing those commanders, staffs, and troop leaders to lead our Marines in combat.
- b. Therefore, military leadership is the process of influencing subordinates in such a manner as to accomplish the mission.

2. *State the objective of Marine Corps leadership.*

- a. The objective of Marine Corps leadership is to develop the leadership qualities of Marines to enable them to assume progressively greater responsibilities to the Marine Corps and society.
- b. The relationship between authority, accountability, and responsibility must be understood in order for leadership to be developed among subordinates and within units. When a Marine is given sufficient authority to allow him to carry out his duties, and when held accountable for the exercise of that authority, that Marine develops responsibility.

- (1) **Authority.** Authority is the legitimate power of a leader to direct those subordinate to him to take action within the scope of his position. By extension, this power, or a part thereof, is delegated and used in the name of the commander. All leaders regardless of rank are responsible to exercise their authority to accomplish the mission. Equally important, however, is the idea that when a Marine of any rank is given responsibility for a mission they must also be given the degree of authority necessary to carry it out.
- (2) **Responsibility.** Responsibility is the obligation to act or to do. That which one must answer for to his seniors or juniors. It may include, but is not limited to, assigned tasks, equipment, personnel, money, morale, and leadership. Responsibility is an integral part of a leader's authority. The leader is responsible at all levels of command for what his Marines do or fail to do, as well as for the physical assets under his control. Ultimately, all Marines are morally and legally responsible for their individual actions. Individual responsibilities of leadership are not dependent on authority and all Marines are expected to exert proper influence upon their comrades by setting examples of obedience, courage, zeal, sobriety, neatness, and attention to duty.
- (3) **Accountability.** Accountability is the reckoning, wherein the leader answers for his actions and accepts the consequences, good or bad. Accountability is the very cornerstone of leadership. If individuals in leadership positions, whether fire team leader or battalion commander, are not accountable, the structure on which the Corps is founded would be weakened and eventually disintegrate. Accountability establishes reasons, motives, and importance for actions in the eyes of seniors and subordinates alike. Accountability is the final act in the establishment of one's credibility.

REFERENCE(S):

Marine Corps Manual
MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.06.01 (CORE) EXPLAIN THE MARINE CORPS POLICY ON THE USE OF ILLEGAL DRUGS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources. The Marine is provided the requirement to explain the Marine Corps policy on the use of illegal drugs.

Standard: The Marine must explain the Marine Corps policy on the use or distribution of illegal drugs, the terms distribution and possession, and the meaning of drug paraphernalia. He also must state the administrative and disciplinary actions that can result from using, distributing, and possessing illegal drugs.

PERFORMANCE STEPS:

1. *Explain the Marine Corps policy on the use, distribution, and possession of illegal drugs.*
 - a. The Marine Corps will not tolerate the possession, use, or distribution of illegal drugs. The Marine Corps believes that a drug-free environment is essential to mission accomplishment.
 - b. Prevent and eliminate use of illegal drugs in the Marine Corps.
 - c. Educate Marines concerning the hazards of illegal drug use.
 - (1) Demonstrate the negative physical and mental impact of illegal drug use.
 - (2) Develop and encourage positive group, peer pressure.
 - d. Enforce all rules and regulations contained in the Uniform Code of Military Justice (UCMJ).
 - e. Prosecute drug traffickers swiftly, effectively, and to the fullest extent of the law. This is intended to prohibit the introduction, possession, use, sale, and transfer of illegal drugs.
 - f. Promulgate and participate in a total leadership effort to counter drug abuse.
2. *Explain distribution of illegal drugs.*
 - To deliver to the possession of another, an illegal drug in any amount.
3. *Explain possession of illegal drugs.*
 - The physical possession or placing an illegal drug in a place where it may be retrieved later.
4. *Explain drug abuse paraphernalia.*
 - a. All equipment, products, and materials of any kind used or intended for use with illegal drugs.

- b. Drug paraphernalia, includes but is not limited to
- (1) Pipes used for smoking some type of illegal drugs such as chamber pipes, carburetor pipes, electric pipes, air driven pipes, chillums, bongs, ice pipes or chillers, hashish heads, and punctured metal bowls.
 - (2) Hypodermic syringes, needles, and other objects used for mixing or preparing illegal drugs.
 - (3) Roach clips.
 - (4) Cocaine spoons.
5. *State the administrative and disciplinary actions that will result from the illegal use, distribution, or possession of illegal drugs by Marines.*
- All Marines, regardless of pay grade, confirmed as having used or possessed illegal drugs will be processed for administrative separation for misconduct, by reason of drug abuse.

NOTES: Drugs are usually purchased over-the-counter by individuals or are prescribed by medical doctors as medication for illness. By definition, a drug becomes "illegal" when it is used for other than medical purposes (e.g., marijuana or narcotics), or when an otherwise legal drug becomes abused because a person takes more than the prescribed amount. Controlled substances are authorized with a doctor's written prescription, including instructions for proper use.

The Marine Corps makes no distinction between the use and abuse of illegal drugs; the simple unlawful use of a drug constitutes abuse. Marines are held accountable for misconduct and/or performance of duty irrespective of influence by dependence on a substance.

REFERENCE(S):

MCO P5300.12, *The Marine Corps Substance Abuse Program*
ALMAR 246/92, MCBUL 1900, *Separation Policy for Drug Offenders*

TASK: **MCCS.06.02 (CORE) EXPLAIN THE PROGRAM CREATED TO COMBAT THE USE OF ILLEGAL DRUGS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources. The Marine is provided the requirement to explain the program created to combat the use of illegal drugs.

Standard: The Marine must explain the programs created to combat the use of illegal drugs.

Administrative Note: ALMAR 241/92 discontinued the Voluntary Drug Exemption Program.

PERFORMANCE STEPS:

1. *Explain the purpose of the urinalysis testing program.*
 - a. The urinalysis testing program provides for biochemical testing of urine samples to
 - (1) Deter Marines who may become involved with illegal drugs.
 - (2) Identify Marines who have become involved with illegal drugs.
 - (3) Confirm drug presence necessary for administrative and/or disciplinary action.
 - b. Conduct an aggressive urinalysis screening program to include
 - (1) Command-directed testing
 - (a) Conducted whenever any member of the command is suspected of illegally using drugs or whenever drug use is suspected within a unit.
 - (b) Required when conducting the urinary surveillance program.
 - (2) Random testing
 - (a) Conducted on all Marines on a routine basis, announced and unannounced.
 - (b) Includes unit sweeps (simultaneous testing of all members of a command) and partial unit testing (by last digit of the social security number or work section).
 - (c) Conducted often enough to act as a deterrent but not so frequent that it causes administrative burden or lowers morale.
 - (3) Special testing
 - (a) Conducted on drug-abuse counseling personnel, anyone involved with collecting/testing/shipping urine samples, and any Marine who successfully completes the Navy Drug Rehabilitation Center (NDRC) program.
 - (b) Continuous testing is conducted twice monthly for drug-abuse counseling personnel and anyone involved with collecting/testing/shipping urine samples. Successful NDRC participants will continue drug testing for 6 months, twice each month. Testing dates will be selected randomly.

REFERENCE(S):

MCO P5300.12, *Substance Abuse Program*
MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.06.03 (CORE) EXPLAIN THE MARINE CORPS POLICY ON ALCOHOL ABUSE**
CONDITION: **GIVEN THE REQUIREMENT.**
STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources. The Marine is provided the requirement to explain the Marine Corps policy on alcohol abuse.

Standard: The Marine must explain the Marine Corps policy on alcohol abuse, including the administrative and/or disciplinary actions that may result from alcohol abuse.

PERFORMANCE STEPS:

1. State the policy on the use and abuse of alcohol.

Alcohol abuse is contrary to the effective performance of Marines and to the accomplishment of the Marine Corps mission. Alcohol abuse will not be tolerated in the United States Marine Corps.

a. Define alcohol abuse.

(1) Alcohol abuse is any use of alcohol that alters behavior in some or all of the following ways:

- (a) Adversely affects performance
- (b) Debilitates physical and mental health and well-being
- (c) Interferes with financial responsibilities
- (d) Damages personal relationships and other associations
- (e) Leads to the violation of military regulations or civil laws
- (f) Contributes to disorderly conduct

(2) Alcohol abuse is contrary to the effective performance of Marines and a threat to the Marine Corps combat readiness mission.

b. Discuss the key elements of the policy.

- (1) Prevention
- (2) Timely identification and intervention
- (3) Effective treatment or rehabilitation
- (4) Appropriate discipline or other administrative actions followed by restoration to full duty or separation

c. The goal of the Marine Corps policy on alcohol abuse is to influence positive, behavioral changes in Marines before disciplinary or adverse, administrative actions become necessary by means of

- (1) Preventive education
- (2) Deterrent measures

- d. The objective is to stop abuse and preclude recurrence, return members to full duty or separation, and eradicate alcohol abuse in the Marine Corps.
 - (1) An essential step in achieving the objective is to change the attitude of the Marine toward the use of alcohol.
 - (2) Emphasis is placed on early identification of alcohol involvement and motivation for the Marine to control drinking and consume alcohol responsibly.
 - (3) When alcohol abuse is a fact, the Marine must undergo treatment and/or rehabilitation.
- 2. *State the administrative and/or legal actions which may result from alcohol abuse.*
 - a. Commanders may take disciplinary actions for misconduct, unsatisfactory performance, or failure to complete an assigned mission as a result of alcohol abuse.
 - b. Any Marine involved in misconduct or unsatisfactory performance due to alcohol related incidents will have a formal command counseling that will be documented in their service record (SRB/OQR).
 - c. Any Marine diagnosed as an alcohol abuser, who is considered to have no further potential, may be processed for separation.

REFERENCE(S):

MCO P5300.12, *Substance Abuse Program*
MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.06.04 (CORE) DESCRIBE INDICATORS OF ALCOHOL ABUSE**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources. The Marine is provided the requirement to describe the indicators of alcohol abuse.

Standard: The Marine must describe the indicators of alcohol abuse.

PERFORMANCE STEPS:

1. *Describe the symptoms of a hangover.*

- a. Nausea
- b. Headache
- c. Dry mouth

2. *Describe an alcoholic blackout.*

- a. Temporary loss of consciousness
- b. Temporary loss of vision
- c. Temporary loss of memory

3. *Describe fatigue relative to alcohol abuse.*

- a. The depressant after effect of too much alcohol
- b. The state of mind after too much drinking and too little rest

4. *Describe illness relative to alcohol abuse.*

- a. The more frequent the abuse of alcohol, the more likely the need for some type of medical assistance
- b. Frequent sick calls, tardiness, substandard performance, and/or lost days from work become a pattern

5. *Describe conflict relative to alcohol abuse.*

- a. Frequent alcohol abuser becomes abusive in social situations
- b. Behavior goes beyond socially acceptable limits and becomes a source of embarrassment to self and others

6. *Describe alcoholism.*

- a. A medically recognized disease manifested by the continued abusive use of alcohol and characterized by the development of the psychological and/or physical dependency
- b. A disease with recognizable symptoms and predictable behavior
- c. A progressive disease that, if untreated, may prove fatal

REFERENCE(S):

MCO P5300.12, *Substance Abuse Program*

TASK: **MCCS.06.05 (CORE) IDENTIFY THE MEDICAL HAZARDS OF TOBACCO USE**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must state the Marine Corps policy on tobacco use in the workplace and the health hazards of tobacco use.

Administrative Note: Smoking is the only method of tobacco use addressed in the resource. Other uses such as chewing and dipping are not addressed. To provide a broader knowledge of the Marine Corps policy on smoking, areas outside of the workplace are included in this task.

PERFORMANCE STEPS:

1. *State the Marine Corps policy on the use of tobacco in the work place.*

- It is Marine Corps policy to discourage the use of tobacco products, protect all personnel from exposure to environmental tobacco smoke (ETS) to the greatest extent possible, and provide users of tobacco products with encouragement and professional assistance in stopping their tobacco product dependency. The objective is to establish a safe, healthy, and "tobacco/smoke free" environment for all personnel.

(1) Smoking is prohibited in the following Marine Corps occupied buildings and facilities.

(a) Base family housing in the common areas of multiple family units

(b) Auditoriums and theaters

(c) Conference rooms, classrooms, and libraries

(d) Elevators

(e) Official buses, vans, and shuttle vehicles

(f) Gymnasiums and youth activity centers

(g) Child care centers

(h) Family Day Care Homes. Smoking in family day care homes shall not be permitted when children, other than the provider's own children, are present unless the parents of those children voluntarily consent thereto in writing.

(i) Work Areas. Indoor work areas where a central air system is in use, commanding officers may allow smoking in private offices only if that office meets the ventilation criteria described under paragraph 3f of MCO 5100.28. In common work areas, without a central air system, space may be planned to accommodate the preferences of smokers and nonsmokers provided that

1. Efficiency of work units will not be impaired

2. Additional space or costly alterations will not be required

(j) Barracks. Smoking and nonsmoking preference shall be considered in the assignment of barracks berthing space. There shall be no smoking in bachelor officer quarters or bachelor enlisted quarters' rooms or squadbays shared by smokers and nonsmokers. When it is impractical to segregate smokers and nonsmokers, smoking is prohibited. Smoking is prohibited in barracks which have a central ventilation system.

(k) Corridors, lobbies, and restrooms. Corridors, lobbies, and restrooms shall be designated as nonsmoking areas unless they are well ventilated, are not supplied by central air, and are designated as a smoking area by the commanding officer.

- (2) Commanding officers may designate and post smoking areas, as necessary, in all eating facilities under Marine Corps control. Smoking areas shall be permitted only if adequate space is available for nonsmokers and ventilation is adequate to provide them a healthy environment. These areas must be clearly marked as a "SMOKING DESIGNATED AREA."
- (3) Smoking on aircraft shall be regulated by the operational directive for each aircraft type and as required by federal law.
- (4) Smoking is prohibited in medical treatment facilities. All medical treatment facilities will be designated as "smoke free" facilities.

2. *Identify health hazards due to the use of tobacco.*

a. Personal hygiene disadvantages include

- (1) Halitosis
- (2) Stained teeth
- (3) Discoloration of the mouth and fingernails

b. Diseases associated with tobacco include

- (1) Cancer
- (2) Upper respiratory ailments such as emphysema, bronchitis, and aggravated tuberculosis
- (3) Heart disease

REFERENCE(S):

MCO 5100.28, *Marine Corps Tobacco Prevention and Control Program*

TASK: MCCS.07.01 (CORE) EXPLAIN MARINE CORPS EDUCATION PROGRAMS

CONDITION: GIVEN THE REQUIREMENT.

STANDARD: TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain at least five of the education programs available to enlisted, active duty Marines.

PERFORMANCE STEPS:

NOTE: The programs listed below are subject to frequent changes. Contact the base or station education officer for the most current information on educational benefits for these and other programs.

1. *Explain the Montgomery GI Bill (MGIB).*
 - a. If you initially entered active duty after 30 June 1985, you are automatically enrolled unless you elect not to be enrolled within your first 2 weeks of service.
 - b. Your pay for the first 12 months of service is reduced by \$100 monthly (\$1,200 total). By law, the \$1,200 deduction cannot be suspended, stopped, or refunded to enrolled Marines.
 - c. Maximum annual payback in educational benefits from the Veterans Administration (VA) is \$12,600, paid at the rate of \$350 a month or as adjusted by Congress.
 - d. To be eligible for post-service benefits, you must meet all requirements below:
 - (1) Completed all requirements for a high school diploma or its equivalent before completing the initial tour
 - (2) Received an honorable discharge from active duty service which establishes entitlement
 - (3) Completed 36 months of active duty service
 - e. You may begin in-service use of benefits after 2 years of active duty.
2. *Explain the High School Completion/General Equivalency Diploma (GED) program.*
 - a. The Department of Defense considers a GED or 12 college credits equal to a high school diploma.
 - b. The Marine Corps pays 100 percent of the cost of obtaining a high school diploma during off-duty hours.
3. *Explain the Tuition Assistance program.*
 - a. The Marine Corps pays up to 75 percent of the cost of tuition for off-duty study at approved institutions, including associate, bachelor, master, vocational, and technical level programs.
 - b. Annually, the Marine Corps determines funding percentages and maximum dollar caps based on available funds. Details are published each fiscal year as MCBul 1560.
4. *Explain how college credit may be awarded for military training.*
 - a. The American Council on Education (ACE) evaluates your MOS training and formal school curricula and recommends equivalent college credits.
 - b. Colleges may accept all, some, or none of the ACE recommendations.

5. *Explain the Military Academic Skills Program (MASP).*
 - a. Fully funded instruction in English, mathematics, reading, and English as a second language is available for Marines who need to strengthen their educational backgrounds.
 - b. The program is designed to improve job performance. It is not a high school credential program.
6. *Explain the Apprentice Program.*
 - a. Marines working in approved MOSs for specified hours are eligible to receive a Department of Labor journeyman's certificate.
 - b. The Department of Labor maintains permanent records, so apprenticeship programs may be completed after military service.
7. *Explain the Broadened Opportunity for Officer Selection and Training (BOOST) program.*
 - a. This is a 12-month academic improvement program providing remedial high school and college preparation instruction.
 - b. All Marines may apply. Successful applicants receive full pay and benefits while in school. There is no tuition.
 - c. BOOST provides a solid foundation for college programs such as MECEP, SNCODCP, Naval Academy, and NROTC.
8. *Explain the Marine Corps Enlisted Commissioning Education Program (MECEP).*
 - a. Provides full pay and allowances while Marines attend college to earn a bachelor's degree. The Marine uses personal or MGIB funds, if eligible, to pay all costs.
 - b. Marines who obtain a bachelor's degree and complete officer candidate training receive commissions as Marine second lieutenants.
9. *Explain the U.S. Naval Academy Preparatory School (NAPS) and the U.S. Naval Academy (USNA).*
 - a. NAPS provide 9 months of intensive academic preparation to ensure success in completing the U.S. Naval Academy program.
 - b. Qualified enlisted Marines may apply for admission to the U.S. Naval Academy. Upon graduation, they will be commissioned as second lieutenants in the Marine Corps.
10. *Explain the Staff Noncommissioned Officers Degree Completion Program.*
 - a. Staff NCOs having 18 months or less remaining for completion of a bachelor's degree in specified subjects are eligible.
 - b. Marine attends college full time.
 - c. Full Marine Corps pay and benefits continue. The Marine pays tuition and other expenses.
 - d. The Marine is obligated to 4 years of active duty service after completing the degree.

REFERENCE(S):

MCO 1530.11, *Application for Nomination to the U.S. Naval Academy and Naval Academy Preparatory School*
MCO 1560.15, *Marine Corps Enlisted Commissioning Education Program (MECEP)*
MCO 1560.21, *Staff Noncommissioned Officer Degree Completion Program*
MCO 1564.24, *Broadened Opportunity for Officer Selection and Training (BOOST) Program*
MCO 1560.25, *Marine Corps Lifelong Learning Program*
MCO 1560.28, *Veterans Educational Assistance Benefits*

TASK: MCCS.07.02 (CORE) DESCRIBE AUTHORIZED ABSENCE
CONDITION: GIVEN THE REQUIREMENT.
STANDARD: TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must define and describe leave, liberty, and administrative absence.

PERFORMANCE STEPS:

1. *Describe administrative absence.*

- A period of authorized absence, including permissive temporary additional duty (TAD), not charged as leave.

NOTE: Administrative absence allows the Marine to attend or participate in activities of a semi-official nature to benefit the Marine Corps or the Department of Defense.

2. *Define leave.*

- A period of authorized absence from a place of duty, charged against the Marine's leave account.

3. *State how leave is accrued.*

- Leave is earned at the rate of 2.5 days per month (i.e., each full month of active military service).

4. *State the types of leave that may be authorized.*

- a. Advanced leave is leave, with pay and allowances, granted to a Marine before accrual, based on the premise that the amount advanced will be earned before the Marine's separation. In the case of a Marine who has executed a first extension of enlistment, leave is granted before the effective date of that extension.
- b. Annual leave is leave, granted in accordance with the command's leave policy, chargeable to the Marine's leave account.
- c. Convalescent leave is leave granted for a period of authorized absence to a Marine under medical care for sickness or wounds who is not yet fit to resume duty. Such leave is considered part of the treatment plan prescribed for recuperation and is not chargeable to the Marine's leave account.

5. *Define the two types of liberty.*

- a. Regular liberty is a period, not to exceed 72 hours, beginning at the end of normal working hours on a given day, and expiring with the start of normal working hours on the next working day.
- b. Special liberty is a period granted outside of regular liberty periods, for unusual reasons such as compensatory time off, emergencies, exercise of the voting responsibilities of citizenship, observance of major religious events requiring the individual to be continuously absent from work or duty, or for reasons of special recognition.

REFERENCE(S):

MCO P1050.3, *Regulations for Leave, Liberty, and Administrative Absence*

TASK: **MCCS.07.03 (CORE) DESCRIBE AGENCIES THAT PROVIDE MARINES WITH ASSISTANCE FOR PERSONAL AND FAMILY PROBLEMS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe civilian and military agencies that provide assistance for both personal and family problems.

PERFORMANCE STEPS:

1. *Identify the Red Cross.*

- Describe the Red Cross.

(1) Acts as 24-hour emergency communications service in emergency situations and confirms emergency leave requests.

(2) Informs Marines of family illness, death, or other family emergencies and reunites families immediately.

2. *Describe the Navy-Marine Corps Relief Society.*

a. Provides assistance with financial emergencies.

(1) Interest free loans.

(2) Monetary grants.

b. Provides material assistance such as clothing, furniture, bedding, and childcare accessories during the time of need.

c. Provides budget counseling.

3. *Identify the Chaplains office.*

a. Offers spiritual and religious guidance.

b. Provides counsel for personal problems.

c. Contacts and coordinates with other resource personnel.

d. Directs individual problems to appropriate specialists.

4. *Identify the Marine Corps Family Service Center.*

a. Provides information, assistance, and guidance to military families and unmarried Marines including

(1) Personal counseling

(2) Financial counseling

(3) Relocation assistance

(4) Personal development

(5) Employment assistance

(6) Information and referral regarding resources on base and the surrounding community

- b. Coordinates existing military family support resources and social services offered by federal, state, and local programs such as the
 - (1) Child Care Center
 - (2) Family Advocacy Committee
 - (3) Legal Assistance Office
 - (4) United Way of America
 - (5) Alliance of Information and Referral Service
- c. Serves as the focal point for family concerns in the military community and advises commanders of current factors affecting families of their military personnel.
- d. Provides information and briefings in support of the Marine Corps Personal Affairs Program.
 - (1) Conducts pre and post-deployment briefings and supports families during the separation.
 - (2) Participates in the Family Enrichment Program to prepare military personnel for family life and parenthood.
 - (3) Participates in the Community Advisory Committee to evaluate, develop, and implement family programs.

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: MCCS.07.04 (CORE) DESCRIBE THE FACTORS AFFECTING CAREER DEVELOPMENT

CONDITION: GIVEN THE REQUIREMENT.

STANDARD: THE MARINE MUST DESCRIBE THE PROMOTION AND ASSIGNMENT SYSTEM ACCORDING TO THE CURRENT EDITION OF THE REFERENCES.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of references.

Standard: The Marine must describe the promotion system and explain how the factors of the composite score and the commander's recommendation affect the Marine's promotion.

PERFORMANCE STEPS:

1. State the time in service needed for promotion, as shown in table 1, (regular and meritorious) to the next rank.

Table 1

TIME IN GRADE (TIG)/TIME IN SERVICE (TIS) REQUIREMENTS FOR PROMOTION			
Promotion to USMCR & USMC (TIG)	Regular Promotion		Merit Promotion
	TIG	TIS	
SgtMaj/ MGySgt	3 years	10 years	-----
1stSgt/ MSgt	4 years	8 years	-----
GySgt	3 years	6 years	6 years
SSgt	27 months	4 years	4 years
Sgt	12 months	24 months	18 months
Cpl	8 months	12 months	6 months
LCpl	8 months	9 months	NONE
PFC	6 months	6 months	NONE

2. State the factors used to compute the composite score. Use table 2 to state your factors when computing your composite score.

Table 2

COMPUTING COMPOSITE SCORES			
Line No.	Item	Rating	Score
1	Rifle Marksmanship Score _____ = _____ Score Class		
2	PFT _____ = _____ Score Class		
3	Essential Subjects (percent passed _____)		
4	Subtotal		
5	General Military Proficiency (GMP) score (line 4 divided by _____)		
6	GMP Score (from line 5) _____ x 100		
7	Average Duty Proficiency _____ x 100		
8	Average Conduct _____ x 100		
9	TIG (months) _____ x 5		
10	TIS (months) _____ x 2 (Use AFADBD for USMC and PEBD for USMCR)		
11	DI/Recruiter/Marine Security Guard (MSG) Bonus _____ x 1		
12	Self-Education Bonus _____ x 10 (1.5 bonus points for MCI courses)		
13	Command Recruiting Bonus _____ x 1		
14	Composite Score (sum of lines 6 thru 13)		

NOTE:

The CMC controls the number of Marines promoted to Sgt and Cpl, using automatically computed composite scores. The determination of which eligible Marines are promoted, subject to the composite score stipulation, is the sole responsibility of commanders.

a. Describe how composite scores are reported and used.

- Composite score elements are reported by unit diary entry for members of the regular Marine Corps by the cut-off date stipulated by the Commandant of the Marine Corps. A listing of all unit diary entries relevant to the automatic computation of composite scores is published. Marines who meet or exceed the published cutting score for their respective occupational fields or military occupational specialties receive a select grade notification on the Advisory Report. Commanding officers either enter the promotion on the unit diary or report that individuals are not recommended for promotion by the 15th day of the promotion month. This action does not penalize the Marine for the next promotion month.

b. Explain how the composite scores are computed.

NOTE: The format used in the automated computation of composite scores for promotion to Cpl and Sgt provides an example of the worksheet used for computing the composite score.

3. *Explain if the commander's recommendation may affect a Marine's promotion.*

- Commanding officers will ensure that Marines whose composite scores are automatically computed by virtue of satisfying TIG/TIS eligibility requirements are recommended for promotion. A Marine in the grade of Cpl or LCpl who is eligible for promotion by TIG/TIS, but is not recommended for promotion, must have this status entered into the MCTFS (to prevent the Marine's composite score from being used in the determination of cutting scores for that MOS). Also, an appropriate service record book entry needs to be made (administrative remarks/counseling entry (page 11)). The "Not Recommend Promotion" entry should be reported on the unit diary between the 1st and 15th of the month prior to the month for which the Marine is not recommended for promotion during that quarter. Concurrent with the unit diary entry, the service record entry will be made. If the unit diary entry is not reported by the 15th of the month, a "WILL NOT PROMOTE" entry will be reported on the unit diary after the "Select Grade" routine is completed for that promotion month. Again, a concurrent page 11 counseling entry must be completed on the affected Marine.

4. *State the factors used to determine proficiency and conduct marks.*

a. Identify the factors affecting conduct markings.

NOTE: Conduct includes observing the letter of the law and regulations, conforming to accepted usage and customs, and contributing positively to the unit and the Corps.

- (1) General bearing
- (2) Attitude
- (3) Interest
- (4) Reliability
- (5) Courtesy
- (6) Cooperation
- (7) Obedience
- (8) Adaptability
- (9) Influence on others
- (10) Moral fitness
- (11) Physical fitness

NOTE: Physical fitness, as effected by clean and temperate living habits, are all important factors of conduct that are considered when evaluating a Marine. This includes participation in unit activities not directly related to the unit mission.

b. Describe the range of conduct markings.

Conduct Rating Marks	
Range	Rating
0.0 to 1.9	Unsatisfactory
2.0 to 2.9	Poor
3.0 to 3.9	Fair
4.0 to 4.9	Good

c. Describe duty proficiency marks.

- As with conduct markings, assignment of duty proficiency markings indicates how well a Marine has performed the primary duty during the marking period. In addition to technical skills and specialized knowledge, qualities such as leadership and physical fitness are considered when they have a direct relation to the primary duty assignment.

5. *State the factors in determining assignments.*

- The needs of the Marine Corps are paramount in any assignment; however, the following factors are also taken into consideration.
 - (1) The Marines' preference
 - (2) The Marines' capabilities/qualifications
 - (3) The impact of the assignment on the Marines' career development
 - (4) The recommendations of the reporting seniors
 - (5) The possibility of personal hardship
 - (6) The Marines' time on station and obligated service
 - (7) The assignment made without regard to race, creed, or gender (unless otherwise prohibited by the provisions of MCO 1300.8)

6. *Describe how the needs of the Marine Corps affect assignments.*

- The needs of the Marine Corps have the ultimate affect on assignments. That is, after all of the factors in assigning a Marine to a billet or duty station have been taken into consideration, that assignment must meet the needs of the Marine Corps.

REFERENCE(S):

MCO P1000.6, *Assignment, Classification, and Travel Systems Manual (ACTSMAN)*

MCO P1070.12, *Marine Corps Individual Records Administrative Manual (IRAM)*

MCO P400.32, *Marine Corps Promotion Manual, Volume 2, Enlisted Promotions*

TASK: **MCCS.07.05 (CORE) EXPLAIN THE MARINE CORPS POLICY ON SEXUAL HARASSMENT**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must define and explain the Marine Corps policy on sexual harassment.

PERFORMANCE STEPS:

1. *Define sexual harassment.*

- Influencing, offering to influence, or threatening the career, pay, or job of another person in exchange for sexual favors; deliberate or repeated offensive comments, gestures, or physical contact of a (perceived) sexual nature in a work or work-related environment.

2. *State the Marine Corps policy on sexual harassment.*

- Sexual harassment is unacceptable and unprofessional behavior for military or civilian personnel that is dealt with through the leadership and supervisory structure. Leaders and supervisors have a dual responsibility to create and maintain or defend an environment of mutual respect in which civilian and military men and women can function and conduct appropriate and continuous training to promote understanding and eliminate sexual harassment.

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.07.06 (CORE) EXPLAIN THE MARINE CORPS POLICY ON EQUAL OPPORTUNITY**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must define and explain the Marine Corps policy on equal opportunity, describing how it applies to all Marines.

PERFORMANCE STEPS:

1. *Define equal opportunity.*

- Equal opportunity means that every Marine is provided fair and equal treatment, having equal opportunity regardless of race, ethnicity, age, sex, or religious conviction.

2. *State the Marine Corps policy on equal opportunity.*

a. Provide equal opportunity for all military members without regard to race, color, creed, sex, age, or national origin consistent with the physical and mental capabilities of the individual.

b. Promote Marines based on merit, not quotas.

c. Promote Marines who meet the minimum eligibility service and grade criteria (TIS, TIG) for promotion and also

(1) Display the desire to advance.

(2) Show enthusiasm and potential for increased responsibility.

(3) Master the professional and technical requirements of the current grade.

(4) Demonstrate initiative, maturity, moral courage, self-discipline, and good judgment.

(5) Demonstrate the ability to lead and train Marines as a team.

d. Promote equal opportunity for all Marines.

(1) Treat each Marine with respect.

(2) Recognize each individual's importance, dignity, aspirations, needs, and capabilities.

(3) Know your Marines and look out for their welfare.

(4) Respond to human needs.

(5) Encourage individual development and self-enhancement.

(6) Establish and ensure open channels of communication.

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.07.07 (CORE) EXPLAIN THE MARINE CORPS POLICY ON HAZING**

CONDITION: **GIVEN THE REQUIREMENTS.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must define and explain the Marine Corps policy on hazing.

PERFORMANCE STEPS:

1. Define hazing.

- Any conduct whereby one military member, regardless of service or rank, causes another military member, regardless of service or rank, to suffer or be exposed to an activity which is cruel, abusive, humiliating, or oppressive. Hazing includes

- (1) Any form of initiation or congratulatory act that involves physically striking.
- (2) Piercing another's skin in any manner.
- (3) Verbally berating another.
- (4) Encouraging another to excessively consume alcohol.
- (5) Encouraging another to engage in illegal, harmful, demeaning, or dangerous acts.
- (6) Soliciting or coercing another to participate in any such activity.

NOTE: Hazing is not limited to the above and need not involve physical contact among or between military members; it can be verbal or psychological in nature.

2. State the Marine Corps policy on hazing.

a. Hazing is prohibited. No Marine or service member attached to a Marine command, including Marine detachments, may engage in hazing or consent to acts of hazing being committed upon them. No one in a supervisory position may, by act, word, or omission, condone or ignore hazing if he or she knows or reasonably should have known that hazing may occur. Consent to hazing is not a defense to violating MCO 1700.28.

b. Any violation, attempted violation, or solicitation of another to violate MCO 1700.28 subjects involved members to disciplinary action under Article 92 of the Uniform Code of Military Justice (UCMJ). This Order does not prevent charging those who have engaged in acts of hazing under other applicable UCMJ articles to include, but not limited to

- (1) Article 80 (attempts).
- (2) Article 81 (conspiracy).
- (3) Article 93 (cruelty and maltreatment).
- (4) Article 124 (maiming).
- (5) Article 128 (assault).
- (6) Article 133 (conduct unbecoming an officer and gentleman).
- (7) Article 134 (indecent assault, drunk and disorderly conduct, and/or solicitation).

REFERENCE(S):

MCO 1700.28, *Hazing*

TASK: MCCA.07.08 (CORE) EXPLAIN THE MARINE CORPS POSITION ON FRATERNIZATION

CONDITION: GIVEN THE REQUIREMENT.

STANDARD: TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must define and explain the Marine Corps policy on fraternization.

PERFORMANCE STEPS:

1. *Define fraternization.*

- Fraternization is defined as duty relationships and social and business contacts between and among Marines of different grades. These relationships are inconsistent with the traditional standards of good order, discipline, and mutual respect that have always existed between Marines of senior and lesser grade. Fraternization violates good order and discipline which is the essential quality of behavior within the Armed Forces.

2. *State the Marine Corps policy on fraternization.*

a. Marines will behave in a manner that is consistent with

- (1) Traditional standards of good order and discipline
- (2) Mutual respect
- (3) The customs of the Marine Corps

b. Describe behavior that would be considered fraternization.

- Any behavior which would present the appearance of undue familiarity or informality between and among the ranks.

EXAMPLES: Calling seniors by their first name

Officers dating enlisted personnel

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.07.09 (CORE) EXPLAIN SEXUALLY TRANSMITTED DISEASES (STD'S)**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: From a list, the Marine must identify the Acquired Immune Deficiency Syndrome (AIDS), three other STDs, their symptoms, and the means of protection against STDs.

PERFORMANCE STEPS:

1. *State the types of diseases that can be sexually transmitted.*
 - a. AIDS
 - b. Syphilis
 - c. Herpes (genital)
 - d. Gonorrhea
 - e. Chlamydia
 - f. Condyloma Acuminata
 - g. Vaginosis

2. State the symptoms of STDs.

SEXUALLY TRANSMITTED DISEASES (STDs)			
STD	SYMPTOMS	CURABLE (Y/N)	REMARKS
Acquired Immune Deficiency Syndrome (AIDS)	<ul style="list-style-type: none"> • Tiredness without apparent reason • Unexplained weight loss • Persistent cough • Sore throat and/or white spots inside mouth • Swollen lymph nodes in the neck, armpits, or groin • Frequent chills or night sweats • Diarrhea • Herpes sores • Purplish lumps on body 	N	<p>Also passed by sharing needles and syringes (such as those used by drug addicts, insulin users, or tattoo recipients) and by receiving infected blood.</p> <p>There is an incubation period that may range from a few months to 5 years or longer. During this stage, there may be no telltale signs that suggest a person has the virus causing AIDS. It must be noted and kept in mind that just because someone has had an AIDS test and the results were negative, he/she is not necessarily a safe partner. It can take 6 months or longer for the test to show positive after exposure to the virus. Therefore, the rumor that Marines are safe because they have been tested is a myth. When symptoms do appear, they are at first similar to those of a cold or flu, but more intense and last longer.</p>
Syphilis (Syph, The Pox)	<p><i>Primary Stage:</i></p> <ul style="list-style-type: none"> • Chancre (shanker) • Very communicable <p><i>Secondary Stage:</i></p> <ul style="list-style-type: none"> • Rash on the entire body or only on the palms and soles • Swollen glands • Fever and flu-like symptoms • Very communicable <p><i>Final Stage:</i></p> <ul style="list-style-type: none"> • No visible symptoms 	Y	<p><i>Primary stage:</i> Chancres will appear 10 to 90 days after exposure and will heal after 4 to 6 weeks, with or without treatment.</p> <p><i>Secondary stage:</i> Occurs about a month after the primary stage ends. All symptoms disappear after 2 to 6 weeks, with or without treatment.</p> <p><i>Final stage:</i> If not treated, the disease will cause irreversible tissue damage to heart and central nervous system (brain, spinal cord), and will lead to death.</p>
Herpes (Genital)	Painful, fluid-filled blisters which break to form crusty sores or ulcers	N	<p>The blisters occur during the primary attack, 2 to 20 days after exposure. They heal completely after 2 to 3 weeks without scarring.</p> <p>In 75 percent of herpes victims, repeat attacks will occur throughout their lives. These repeating symptoms will occur in the same areas as the primary attack. Burning, tingling, or painful sensations will be noticed in the genitals prior to recurrence.</p>

SEXUALLY TRANSMITTED DISEASES (STDs)			
STD	SYMPTOMS	CURABLE (Y/N)	REMARKS
Gonorrhea (Clap, Drip)	<p><i>In urethra or vagina:</i></p> <ul style="list-style-type: none"> • Red, swollen skin • Burning sensation during urination • Thin to thick, yellowish to greenish, creamy or puss-like discharge <p><i>In anus:</i></p> <ul style="list-style-type: none"> • Slight anal burn • Severe pain on defecation <p><i>In throat:</i></p> <ul style="list-style-type: none"> • Red and raw <p><i>In eyes:</i></p> <ul style="list-style-type: none"> • Swollen, red, and a pus discharge from the eyes (which can result in blindness) 	Y	<p><u>In females:</u></p> <ul style="list-style-type: none"> • In 80 percent of victims, symptoms are not painful or otherwise noticeable at the onset of the infection. • By the time pain and puss discharge have developed, pelvic inflammatory disease may have developed. • This disease is life threatening and may cause sterility or damage the reproductive organs. <p><u>In males:</u></p> <ul style="list-style-type: none"> • In 10 percent of victims, no symptoms are apparent. • Untreated, the disease progresses with the following symptoms: <ol style="list-style-type: none"> 1. Swelling in the testicles 2. Swelling and pain in the penis 3. Painful and difficult urination
Chlamydia (NSU or NGU)	<p><i>In males:</i></p> <ul style="list-style-type: none"> • Inflammation of the urethra • Painful urination • Watery discharge <p><i>In females:</i></p> <ul style="list-style-type: none"> • Inflammation of the urethra • Burning or itching in the genitals • Vaginal discharge • Pelvic pain • Bleeding between periods (menses) 	Y	<p><u>In both males and females:</u></p> <p>If untreated, it can cause sterility and damage the reproductive organs.</p> <p>The disease can be passed to a child during childbirth, and cause eye infections, pneumonia, and even death for the child.</p>
Condyloma Acuminata (Venereal Warts)	Wart-like bumps which vary in size with a cauliflower-like appearance	Y	<p>Symptoms will occur in 10 days to several weeks.</p> <p>Treatments can be difficult and unsuccessful. The symptoms may also recur at a later time even after "successful" treatment.</p>
Bacterial Vaginosis (Vaginitis)	<p>Vaginal discharge</p> <ul style="list-style-type: none"> • Watery gray or yellow • Streaked with blood • Has a fishy odor 	Y	Vaginitis is an inflammation of the vagina, and may be spread by pregnancy, antibiotics, and birth control pills. Trichomoniasis (Trick) and Candidiasis (monilia, yeast infection) are common types of vaginitis.

3. *State the means of protection against STDs.*

a. Abstain from having sex.

NOTE: When you have sex with someone, you are, in effect, also having sex with everyone with whom that person has had sex. If a former partner of your partner was infected, then that infection may very well be passed on to you.

b. Act responsibly if engaging in sexual activity.

(1) Avoid casual/promiscuous sexual activities.

(2) Avoid having sex with prostitutes.

(3) Use condoms made of latex rubber.

NOTE: "Lambskin" or "natural membrane" condoms are not recommended because the pores in the material are large enough for some STDs to pass through.

(4) Practice proper hygiene.

(5) Check yourself and your sexual partner for a foul smell, unusual discharge, rashes, sores, bumps, itching, or redness. All these are possible signs of disease.

(6) DO NOT have sex if you or your partner have the signs or symptoms of a STD.

(7) Wash hands and sexual organs with soap and water before and after sexual contact.

(8) Urinate before and after sexual contact.

REFERENCE(S):

SECNAVINST 6222.1, *General Military Training Program in the Prevention of Sexually Transmitted Diseases (STDs)*

TASK: **MCCS.07.10 (CORE) DESCRIBE THE OCCUPATIONAL FIELD (OCCFLD) AND MILITARY OCCUPATIONAL SPECIALTY (MOS) SYSTEM**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe OCCFLD and MOS structure.

PERFORMANCE STEPS:

1. *State the definition of an OCCFLD.*

- Represented by the first two numbers of the MOS designation. The occupational field is a grouping of related MOSs. For example, 01 represents occupational field personnel and administration.

2. *State the definition of an MOS.*

- Represented by the last two numbers of the MOS designation. The MOS code describes a group of related duties and tasks that extend over one or more grades. For example, occupational field personnel and administration 0151 identifies the administrative clerk.

REFERENCE(S):

MCO P1200.7, *Military Occupational Specialty (MOS) Manual*

TASK: **MCCS.07.11 (CORE) EXPLAIN THE ISSUES CONCERNING PREGNANCY AND PARENTHOOD**
CONDITION: **GIVEN THE REQUIREMENT.**
STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the issues concerning pregnancy and parenthood without the aid of references.

PERFORMANCE STEPS:

1. *State the different types of contraceptives and their effectiveness.*
 - a. Sterilization, the most effective type of birth control; permanent and irreversible (100% effective)
 - (1) In females, sterilization is achieved by tubal ligation.
 - (2) In males, sterilization is achieved by vasectomy.
 - b. Birth-control pill (97% effective)
 - c. Intrauterine device (IUD) (95% effective)
 - d. Condom (90% effective)
 - e. Diaphragm with spermicide (82 to 90% effective)
 - f. Cervical cap with spermicide (80 to 90% effective)
 - g. Vaginal sponge (85 to 90% effective)
 - h. Vaginal spermicide (70 to 80% effective)

2. *State the symptoms of pregnancy.*

NOTE: Most symptoms appear due to an increase in certain hormones during the early stages of pregnancy.

- a. Missed menstrual period
- b. Increased size and sensitivity of the breasts
- c. Excessive sleepiness
- d. Nausea and vomiting
- e. Mood changes
- f. Strong dislike for some foods; craving for others

3. *State the three options that are available to a pregnant Marine.*

- a. Remain on active duty and keep the child
- b. Remain on active duty and give the child up for adoption

c. Separate from the service

4. *State the administrative decisions required of a pregnant Marine.*

a. Your intent to stay in the Marine Corps or separate must be made known to your commanding officer within 45 days of medical certification of pregnancy. The following table provides guidance on your intentions.

IF YOU INTEND TO	THEN
Remain on active duty	(1) Notify your commanding officer in writing (2) Include the medical certificate of pregnancy (3) Include a statement describing childcare arrangements (4) Include a statement agreeing to serve on active duty until the expiration of your service obligation (5) Include a statement that you are available for worldwide placement
Separate from the service	Notify your commanding officer in writing by submitting the appropriate administrative action forms

b. Marines will not be involuntarily separated from the Marine Corps solely on the basis of pregnancy or predictions of future performance. However, those Marines choosing to remain in the Marine Corps will not be entitled to special treatment or will they be guaranteed special consideration in duty assignments.

5. *State the responsibilities associated with parenthood.*

a. Adjust your lifestyle to nurture the child.

b. Provide for the overall well-being of the child and the family including

- (1) Emotional and physical needs
- (2) Growth and development
- (3) Financial needs

REFERENCE(S):

MCO 5000.12C, *Marine Corps Policy and Procedures for Pregnant Marines*
SECNAVINST 6300.2A, *Family Planning Services: Contraception, Sterilization, and Abortion*
Family Health and Home Nursing, American Red Cross, Doubleday & Co., 1979
The Well Baby Book, by Mike and Nancy Samuels, Summit Books, 1991
The Good Housekeeping Illustrated Book of Pregnancy and Baby Care, Hearst Books, 1990

TASK: **MCCS.07.12 (CORE) EXPLAIN THE MARINE CORPS POLICY ON OPERATIONAL RISK MANAGEMENT (ORM)**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe and explain the Marine Corps policy on Operational Risk Management.

PERFORMANCE STEPS:

1. *Define the Operational Risk Management (ORM) process.*

- The ORM process

- (1) Is a decision-making tool used by people at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission.
- (2) Increase our ability to make informed decisions by providing the best baseline of knowledge and experience available.
- (3) Minimize risks to acceptable levels, commensurate with mission accomplishment. The amount of risk we will take in war is much greater than that we should be willing to take in peace, but the process is the same. Applying the ORM process will reduced mishaps, lower costs, and provide for a more efficient use of resources.

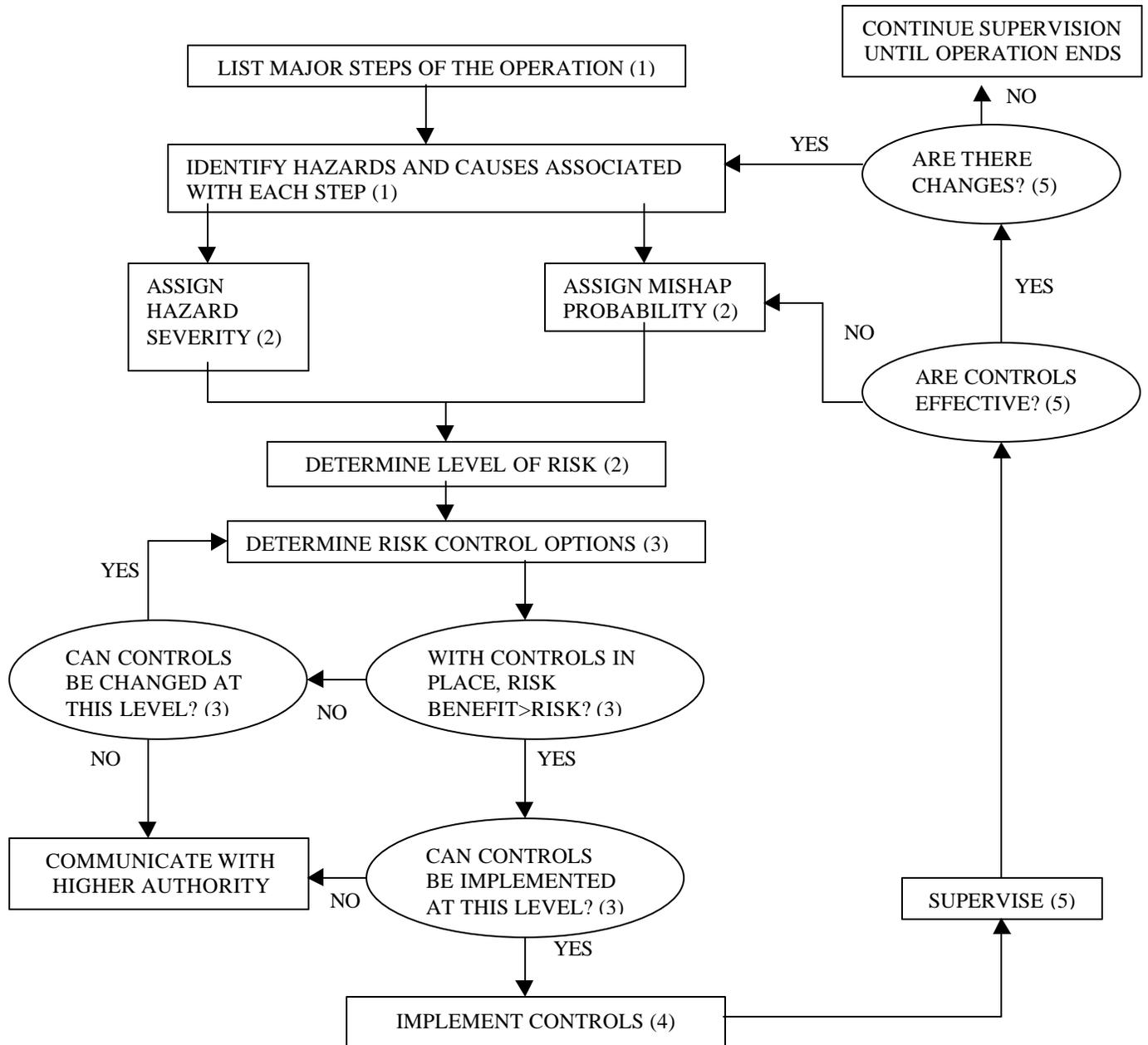
2. *Describe the steps in the Operational Risk Management process.*

- Listed below are the five steps of the ORM process.

- (1) Identify hazards – Begin with an outline or chart of the major steps in the operation (operational analysis). Next, conduct a Preliminary Hazard Analysis by listing all hazards associated with each step in the operational analysis, along with a possible cause for those hazards.
- (2) Assess Hazards – For each hazard identified, determine the associated degree of risk in terms of probability and severity. Although not required, the use of a matrix may be helpful in assessing hazards.
- (3) Make Risk Decisions – First, develop risk control options. Start with the most serious risk and select mission accomplishment. With selected controls in place, decide if the benefits of the operation outweigh the risk. If the risk outweighs the benefits or if assistance is required to implement controls, communicate with higher authority in the chain of command.
- (4) Implement Controls – The following measures can be used to eliminate hazards or reduce the degree of risk. These are listed by order of preference.
 - (a) Engineering Controls – Controls that use engineering methods to reduce risks by design, material selection, or substitution when technically or economically feasible.
 - (b) Administrative Controls – Controls that reduce risks through specific administrative actions such as
 1. Providing suitable warnings, markings, placards, signs, and notices.
 2. Establishing written policies, programs, instructions and standard operating procedures (SOP).
 3. Training personnel to recognize hazards and take appropriate precautionary measures.
 4. Limiting the exposure to a hazard, either by reducing the number of personnel/assets or the length of time they are exposed.

(c) Personal protective equipment – Serves as a barrier between personnel and a hazard. It should be used when other controls do not reduce the hazard to an acceptable level.

(5) Supervise – Conduct follow-up evaluation of the controls to ensure they remain in place and have the desired effect. Monitor for changes, which may require further ORM. Take corrective action when necessary. The diagram below illustrates the ORM process.



3. *Describe the levels in the Operational Risk Management process.*

- The ORM process exists on three levels. The Commander selects which level based upon mission, situation, time available, proficiency level of personnel, and assets available. While it would be preferable to perform a deliberate or in-depth risk management process for all evolutions, the time and resources to do so will not always be available. One of the objectives of ORM training is to develop sufficient proficiency in applying the process such that ORM becomes an automatic or intuitive part of our decision-making methodology. In the operational environment, leaders should be able to employ this time-critical process to make sound and timely decisions that generate tempo and facilitate decisive results. The three levels are as follows:
 - (1) Time-critical – An “on the run” mental or oral review of the situation using the five-step process without recording the information on paper. The time critical level of ORM is employed by experienced personnel to consider risk while making decisions in a time-compressed situation. It is the normal level of ORM used during the execution phase of training or operations as well as in planning during crisis response scenarios. It is particularly helpful in choosing the appropriate course of a planned operation or daily routine.
 - (2) Deliberate – Application of the complete five-step process as depicted in the above diagram in planning an operation or evaluating procedures. It uses primarily experience and brainstorming to identify hazards and develop controls, and is therefore most effective when done in a group. Examples of deliberate applications include planning of upcoming operations; review of standard operating, maintenance, or training procedure; and damage control/disaster response planning.
 - (3) In-Depth – Deliberate process with a more thorough risk assessment (first two of the five steps) involving research of available data, use of diagram and analysis tools, formal testing or long-term tracking of the hazards associated with the operation (sometimes with assistance from technical experts) to identify and assess the hazards. It is used to more thoroughly study the hazards and their associated risk in a complex operation or system, or one in which the hazards are not well understood. Examples of in-depth application include long-term planning of a complex operation; introduction of new equipment, materials, and missions; development of tactics and training curricula; and major system overhaul or repair.

4. *Describe the principles in the Operational Risk Management process.*

- ORM incorporates the following four principles:
 - (1) Accept risk when benefits outweigh the cost. FMFM 1, *Warfighting*, states, “Risk is inherent in war and is involved in every mission. Risk is also related to gain; normally greater potential gain requires greater risk.” Our naval tradition is built upon principles of seizing the initiative and taking decisive action. The goal of ORM is not to eliminate risk, but to manage the risk so that the mission can be accomplished with the minimum amount of loss.
 - (2) Accept no unnecessary risks. FMFM 1 also states, “We should clearly understand that the acceptance of risk does not equate to the imprudent willingness to gamble...” Take only risks that are necessary to accomplish the mission.
 - (3) Anticipate and manage risk by planning. Risks are more easily controlled when they are identified early in the planning process.
 - (4) Make risk decisions at the right level. The leader makes risk management decisions directly responsible for the operation. Prudence, experience, judgment, intuition and situational awareness of leaders directly involved in the planning, and execution of the mission determines that the risk associated with that mission is too high or goes beyond the commander’s stated intent. Then the leader should seek additional guidance.

REFERENCE(S):

MCO 3500.27, *Operational Risk Management*

TASK: **MCCS.07.13 (CORE) EXPLAIN THE MARINE CORPS POLICY ON THE RISK ASSESSMENT MATRIX**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe and explain the Marine Corps policy on the Risk Assessment Matrix.

PERFORMANCE STEPS:

1. *Define the Risk Assessment Matrix.*

- A Risk Assessment Matrix provides a consistent framework for evaluating risk. Using a matrix to quantify and prioritize the risk(s) does not lessen the inherently subjective nature of risk assessment. A matrix can be used to accomplish the second step of the Operational Risk Management process.

2. *Describe the elements of hazard severity.*

- An assessment of the worst credible consequence, which can occur as a result of a hazard. Severity is defined by potential degree of injury, illness, property damage, loss of assets (time, money, personnel), or effect on mission.

NOTE: The combination of two or more hazards may increase the overall level of risk.

3. *Describe the categories of hazard severity.*

- Hazard severity categories are assigned as Roman numerals according to the following criteria:

(1) Category I – The hazard may cause death, loss of facility/asset, or result in grave damage to national interests.

(2) Category II – The hazard may cause severe injury, illness, property damage, damage to national or service interest, or degradation to efficient use of assets.

(3) Category III – The hazard may cause minor injury; illness; property damage; damage to national, service or command interests; or degradation to efficient use of asset.

(4) Category IV – The hazard presents a minimal threat to personnel safety or health; property; national, service or command interests; or efficient use of assets.

4. *Describe mishap probability.*

- The probability that a hazard will result in a mishap or loss, based on an assessment of such factors as location, exposure (cycles or hours of operation), affected populations, experience, or previously established statistical information.

5. *Describe the categories of mishap probability.*

- Mishap probability will be assigned an English letter according to the following criteria:

(1) Sub-category A – Likely to occur immediately or within a short period of time. Expected to occur frequently, immediately, or within a short period of time. Expected to occur frequently to an individual item, person, or continuously to a fleet, inventory, or group.

(2) Sub-category B – Probably will occur in time. Expected to occur several times to an individual item, person, or frequently to a fleet, inventory, or group.

(3) Sub-category C – May occur in time. Can reasonably be expected to occur some time to an individual item, person, or several times to a fleet, inventory, or group.

(4) Sub-category D – Unlikely to occur.

6. Describe the risk assessment code.

a. The risk assessment code (RAC) is an expression of risk that combines the elements of hazard severity and mishap probability. Using the matrix shown below, the RAC is expressed as a single Arabic number that can be used to help determine hazard abatement priorities.

HAZARD SEVERITY	MISHAP PROBABILITY			
	A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	5

NOTES: RAC Definition:

- 1 – Critical
- 2 – Serious
- 3 – Moderate
- 4 – Minor
- 5 – Negligible

b. In some cases, the worst credible consequence of a hazard may not correspond to the highest RAC for that hazard. For example, one hazard may have two potential consequences. The severity of the worst consequence (I) may be unlikely (D), resulting in a RAC of 3. The severity of the lesser consequence (II) may be probable (B), resulting in a RAC of 2. It is important to consider less severe consequences of a hazard if they are more likely than the worst credible consequence, since this combination may actually present a greater overall risk.

REFERENCE(S):

MCO 3500.27, *Operational Risk Management*

TASK: MCCS.07.14 (CORE) EXPLAIN STEPS NECESSARY IN THE PREVENTION OF SUICIDE
CONDITION: GIVEN THE REQUIREMENT AND THE REFERENCE.
STANDARD: IN ACCORDANCE WITH THE REFERENCE.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe and explain the steps necessary in the prevention of suicide.

Additional Reference: *Suicide Prevention, Resource Manual for U.S. Army*

PERFORMANCE STEPS:

1. *Identify persons at risk for suicide.*

- a. All kinds of people commit suicide. Of completed suicides in the United States, more men than women actually kill themselves. Men are most likely to use quick violent means of suicide such as a gun, hanging, etc. In the United States, the highest suicide rates are among people ages 25 through 34 and people age 65 and over. However, anyone at any age can complete suicide.
- b. Studies over the past 10 years indicate more than two-thirds of military suicides can be attributed to relationship problems with spouses or significant others, legal problems, financial problems, or substance abuse.

NOTES: Military statistics indicate more suicides occur on installations in the United States than at deployment sites. More service members are assigned to U.S. installations than are deployed at any given time.

2. *Identify potential suicide risk signs or signals.*

- A person contemplating suicide
 - (1) Believes he or she is in a hopeless situation.
 - (2) Appears depressed, sad, tearful; may have changes in patterns of sleep and/or appetite.
 - (3) May talk about or actually threaten suicide, or may talk about death and dying in a way that strikes the listeners as odd.
 - (4) May show changes in behavior, appearance, or mood.
 - (5) May increase or start drug or alcohol use.
 - (6) May injure self, or engage in risky behavior.
 - (7) Abandon plans for the future.
 - (8) May start withdrawing from others, including family and close friends.
 - (9) May give away possessions.
 - (10) May appear apathetic, unmotivated, and indifferent.

3. *Identify keys to the prevention of a suicide.*

- A small-unit leader may be the first to identify the “signals” of a potential suicide-risk service member. The keys to prevention are to provide aid to persons at suspected risk and follow the acronym **AID LIFE**.
 - A** Ask, “Are you thinking about hurting yourself?”
 - I** Intervene immediately.
 - D** Do not keep a secret concerning a person at a risk.
 - L** Locate help (NCO, chaplain, corpsman, doctor, nurse, friend, family, crisis line, hospital emergency room).
 - I** Inform your chain of command of the situation.
 - F** Find someone to stay with the person. Do not leave the person alone.
 - E** Expedite! Get help immediately. A suicidal person needs the immediate attention of helpers.

REFERENCE(S):

MCRP 6-11C, *Combat Stress*

TASK: **MCCS.08.01 (CORE) EXPLAIN COMBAT**
CONDITION: **GIVEN THE REQUIREMENT.**
STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must define the term combat.

PERFORMANCE STEPS:

1. *Define combat.*
 - a. Engage the enemy with individual or crew-served weapons.
 - b. Exposure to direct or indirect enemy fire.

NOTE: All Marines, regardless of military occupational speciality (MOS), must be prepared to succeed in combat. The fluid nature of modern combat operations demands that everyone on the battlefield be ready to fight and provide necessary leadership.

2. *State the risks of combat.*
 - a. Direct contact with enemy personnel and firepower, including the risk of capture.
 - b. The possibility of being killed or wounded.

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.08.02 (CORE) IDENTIFY NINE ELEMENTS USUALLY ENCOUNTERED IN A COMBAT ENVIRONMENT**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: Given the requirement.

Standard: The Marine must state the nine elements usually encountered in a combat environment per the reference.

PERFORMANCE STEP:

1. List the nine elements usually encountered in a combat environment.

- a. Violent, unnerving sights and sounds
- b. Casualties
- c. Confusion and lack of information
- d. The feeling of isolation
- e. Communications breakdown
- f. Individual discomfort and physical fatigue
- g. Fear, stress, and mental fatigue
- h. Continuous operations
- i. Homesickness

REFERENCE(S):

MCRP 6-11B, Discussion Guide for Marine Corps Values

TASK: **MCCS.08.03 (CORE) IDENTIFY THE FIVE STRESSES OF COMBAT**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is provided the resource.

Standard: The Marine must state and explain the five stresses a Marine can expect to experience in combat.

PERFORMANCE STEPS:

1. *Identify extreme risk and fear.*

- a. *(Risk)* Possibility of suffering harm or loss.
- b. *(Fear)* Alarm and agitation caused by the expectation or realization of danger.

NOTES: Extreme fear brings out the instincts for self-preservation. Survival is clearly a very strong motivation and will generally be an individual's priority concern.

In combat, killing the enemy helps remove that threat to your life. The alternative of not killing the enemy increases the likelihood that he will kill you.

2. *Identify "Fog of War."*

- a. Literally, the fog created by the dust, smoke, and debris of the battlefield.
- b. Mentally, the fog of confusion and uncertainty created in Marines by their lack of knowledge about the enemy and the battlefield, the chaotic noise, the mental and physical fatigue, and the fear.

NOTES: Marine leaders must help cut through the fog and confusion of combat by keeping his orders clear, simple, audible, and understandable; making sure the unit continues to function as a team. Marine leaders must make certain that their Marines never doubt their unit's ability to fight.

3. *Identify discomfort and fatigue.*

- a. *(Discomfort)* The annoyance and displeasure Marines suffer when wet, cold, hungry, thirsty, and/or weary.

NOTES: Marines tend to develop a high tolerance for enduring extremes of weather and making do without much support; however, there is a point when morale suffers and a unit's actual ability to fight becomes impaired.

Leaders must take care of their Marines, and at the first opportunity, provide them dry clothing, protection from the cold, food, and water.

- b. *(Fatigue)* Physical and mental weariness due to exertion.

NOTES: Marines are not immune to fatigue. When Marines become very tired, they lose the ability to make decisions rapidly. They become confused, disoriented, and ultimately ineffective (forgetfulness, irrational behavior, inattentiveness, and inability to think clearly).

The Marine leader must understand the effects of fatigue on himself and his Marines, knowing when to provide rest.

4. *Identify casualties.*

- a. Injured or killed Marines.
- b. Psychological casualties and loss of strength that occur in combat when a Marine becomes apprehensive that he might not "measure up" under fire, or otherwise might let his buddies down.

NOTES: Casualties are the job of the corpsman. This is the reason corpsmen are not armed with weapons. Their job is to look after the wounded, not to fight.

Combat is a brutal event and casualties are to be expected. The shock of seeing buddies wounded or killed, combined with the possibility that it may happen to oneself, adds to the fear and apprehension of survivors.

Every Marine must be assured that if he is wounded, his fellow Marines will take care of him. There is an unwritten contract among Marines that if one is wounded and unable to help himself, another Marine will come to his aid.

5. *Identify boredom.*

- Careless behavior caused by long periods of inactivity.

NOTES: Leaders must not allow idleness, slovenly, or careless behavior.

When enemy contact appears remote, every action must be oriented toward improving the unit's readiness to defeat the enemy.

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marine Corps Values*

TASK: **MCCS.08.04 (CORE) EXPLAIN THE MARINE CORPS PRINCIPLES FOR OVERCOMING FEAR**
CONDITION: **GIVEN THE REQUIREMENT.**
STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain and identify the characteristics that enable Marines to overcome fear.

PERFORMANCE STEPS:

1. *Define morale.*

- Morale is the individual's state of mind. It depends on individual attitude toward everything that affects him/her, fellow Marines, leaders, Marine life in general, and other things important to the individual.

2. *Define discipline.*

- Discipline is the individual or group attitude that ensures prompt obedience to orders and initiation of appropriate action in the absence of orders.

3. *Define esprit de corps.*

- *Esprit de corps* is the loyalty to, pride in, and enthusiasm for the unit shown by its members. It implies devotion and loyalty to the unit and deep regard for the unit's history, traditions, and honor.

4. *Define proficiency.*

- Proficiency is the technical, tactical, and physical ability to perform the job or mission.

5. *Define motivation.*

- Motivation is based on psychological factors such as needs, desires, and impulses that cause a person to act. For a Marine, commitment and pride in the unit and Corps is generally the basis for combat motivation.

REFERENCE(S):

MCRP 6-11B, *Discussion Guide for Marines Corps Values*

TASK: **MCCS.09.01 (CORE) EXPLAIN THE MISSION OF THE INTERIOR GUARD**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must state the three duties of the interior guard in accordance to the reference.

PERFORMANCE STEPS:

1. *State the three duties of the interior guard.*
 - a. Preserve order
 - b. Protect property
 - c. Enforce regulations within the jurisdiction of command

REFERENCE(S):

NAVMC 2691A, *U.S. Marine Corps Interior Guard Manual w/change 1*

TASK: **MCCS.09.02 (CORE) EXPLAIN THE ELEVEN GENERAL ORDERS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must state word-for-word and provide explanation of the 11 General Orders in sequence. The Marine must describe the challenging procedures.

PERFORMANCE STEPS:

1. *State General Order 1.*

- To take charge of this post and all government property in view.

2. *State General Order 2.*

- To walk my post in a military manner, keeping always on alert and observing everything that takes place within sight or hearing.

3. *State General Order 3.*

- To report all violations of orders I am instructed to enforce.

4. *State General Order 4.*

- To repeat all calls from post more distant from the guardhouse than my own.

5. *State General Order 5.*

- To quit my post only when properly relieved.

6. *State General Order 6.*

- To receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.

7. *State General Order 7.*

- To talk to no one except in the line of duty.

8. *State General Order 8.*

- To give the alarm in case of fire or disorder.

9. *State General Order 9.*

- To call the corporal of the guard in any case not covered by instructions.

10. *State General Order 10.*

- To salute all officers and all colors and standards not cased.

11. State General Order 11.

- To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

REFERENCE(S):

NAVMC 2691A, *U.S. Marine Corps Interior Guard Manual*

TASK: **MCCS.09.03 (CORE) STAND A SENTRY POST**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE 11 GENERAL ORDERS.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is permitted the aid of resources.

Standard: The Marine must explain the procedures for assuming post, reporting post, challenging personnel, and execution of post and relieve.

PERFORMANCE STEPS:

1. Assume the post.

- a. The old and new officers of the day report to the commanding officer or his or her representative after the old officer of the day has effected the relief of the commanders of the guard.
 - (1) When presenting him or herself, the old officer of the day stands on the right of the new and both salute.
 - (2) After saluting, the old officer of the day reports, "Sir or Ma'am, (rank and name) reports as old officer of the day" and presents the officer of the day log.
 - (3) As soon as he or she is relieved, the old officer of the day salutes and retires.
 - (4) The new officer of the day then reports, "Sir or Ma'am, (rank and last name) reports as new officer of the day." As soon as he or she is posted, he or she salutes and retires.
- b. Noncommissioned officers may be assigned posts at the discretion of the commanding officer. They must memorize, understand, and comply with the general orders for guards. In addition, guards must understand and comply with special orders applying to their particular posts, including the use of the countersign and parole word, if they are in effect.
- c. When a guard is posted at the guardhouse, he or she is guard #1. His or her general orders are the same as those for other guards.
 - (1) He or she reports immediately to the sergeant of the guard all violations of regulations and unusual occurrences.
 - (2) When it is necessary for him or her to leave post, he or she notifies the sergeant of the guard who takes his or her place or designates another noncommissioned officer to do so.
 - (3) He or she makes sure that no person enters the guardhouse without authority.

2. Report the post.

- Sir or ma'am (give your rank and name) report post number (give appropriate post number) all secure (or report anything that is out of the ordinary).

3. Challenge personnel.

- a. If a guard sees any person on or near his or her post during the time for challenging, he or she positions himself or herself so that he or she can control the situation. If possible, he or she should be out of sight when challenging.
 - (1) When the person is approximately 30 steps or at sufficient distance to allow the guard time to react, the guard will assume the correct challenge position and command "Halt!"
 - (2) When the person has halted, the guard asks, "Who is there?" The guard may advance toward the person while challenging to put him or herself in a better position.

- (3) When the guard is in the best position to pass or apprehend the person, he or she requires the person to advance towards him or her, remain in position, advance to a particular place, face toward the light, or to take any position necessary to determine whether the person should be passed, denied, or turned over to the commander of the relief.
- b. The guard permits only one member of a group to approach him or her for identification. If persons are in a vehicle, the guard proceeds as if they were on foot. If necessary to carry out his or her duties, he or she may have one or all of the passengers dismount.
 - c. After halting a group and receiving an answer indicating that it is authorized to pass, the guard says, "Advance one to be recognized." After he or she has recognized the one advanced, the guard says, "Advance, Sergeant Smith," naming the person (or group) allowed to advance. If the answer is "Friends," the guard says, "Advance one to be recognized." After recognition, he or she says "Advance, Friends."
 - d. The guard satisfies him or herself beyond a reasonable doubt that those challenged are what they represent themselves to be and that they have a right to pass. If he or she is not satisfied, he or she detains the person and calls the commander of the relief. Normally, the guard will accept a reasonable answer for identification if the post is not a vital area and the persons are not suspicious looking.
4. *Execute a post and relief.*
- a. The usual tour of duty for the officer of the day and field officer of the day when assigned is 24 hours.
 - (1) The usual tour of duty for all personnel of the main guard is also 24 hours, beginning when the commander of the guard is posted and ending when he or she is relieved.
 - (2) Relief's of the main guard will each normally stand two 4-hour watches during this period, with 8 hours intervening between the end of one watch and the beginning of the other.
 - (3) The commanding officer or unit commander, as appropriate, will prescribe the length of tour of duty of personnel of other guards.
 - b. Daily, at a designated time and place, the commanding officer or his or her representative receives the reports of the officers of the day.
 - (1) He or she, or designated representative examines the guard report, relieves the old officer of the day, and gives the new officer of the day his or her instructions.
 - (2) His or her tour begins when he or she reports to the commanding officer or designated representative for duty and terminates when the same authority relieves him or her.
 - (3) The usual tour of duty for the field officer of the day is 24 hours.
 - c. Relief commanders are the next senior noncommissioned officers of the guard. They receive and obey orders only from the commanding officer, field officer of the day, officer of the day, commander of the guard, and the sergeant of the guard. Each relief commander assigns the members of his or her relief to posts. These assignments are not changed except by the commander of the guard or higher authority.
 - d. Daily, each relief commander makes a duplicate list of the members of his or her relief, including himself or herself.
 - (1) He or she gives one copy to the sergeant of the guard and keeps the other. This list shows the number of the relief, the post to which each member is assigned, and the member's name and organization.
 - (2) The commander of the relief instructs his or her relief as to their orders and duties and makes certain that each guard understands them.
 - (3) He or she familiarizes himself or herself with the special duties of every guard on his or her relief.

- e. The daily tour for each patrol is ordinarily from 6 to 8 hours, and each relief is inspected before going on duty.
 - (1) The patrols move directly to their post from the guardhouse.
 - (2) One patrol relieves another by meeting at a particular point at a prearranged time.
 - (3) The patrol relieved reports back to the guardhouse immediately.

REFERENCE(S)

NAVMC 2691A, *U.S. Marine Corps Interior Guard Manual*

TASK: MCCS 09.04 (CORE) IDENTIFY THE ORGANIZATION OF THE INTERIOR GUARD

CONDITION: GIVEN THE REQUIREMENT.

STANDARD: THE MARINE MUST IDENTIFY THE ORGANIZATION OF THE INTERIOR GUARD AS PER THE REFERENCE.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: Given the requirement.

Standard: To identify by name, when standing post, the six billets of the chain of command of the interior guard, and identify the composition of the interior guard.

PERFORMANCE STEPS:

1. State the six billets of the chain of command of the interior guard.
 - a. Commanding officer: State the specific name of the commanding officer.
 - b. Field officer of the day: State the specific name of the field officer of the day.
 - c. Officer of the day: State the specific name of the officer of the day.
 - d. Commander of the guard: State the specific name of the commander of the guard.
 - e. Sergeant of the guard: State the specific name of the sergeant of the guard.
 - f. Corporal of the guard: State the specific name of the corporal of the guard.
2. Identify the composition of the interior guard.

BILLET	RANK/NAME	DUTIES
(1) Commanding Officer (CO)		Ensures the security of the command.
(2) Field Officer of the Day		Ensures the security of the command.
(3) Officer of the Day (OOD) or Officer of the Deck (afloat)		Supervises the main guard. Directs inspection of the guard by other officers or NCOs.
(4) Commander of the Guard		Ensures proper instruction, discipline, and performance of duty of the main guard.
(5) Sergeant of the Guard		Ensures proper instruction, discipline, and performance of duty of the main guard.
(6) Corporal of the Guard		In charge of the relief.

REFERENCE(S):

NAVMC 2691A, *U.S. Marine Corps Interior Guard Manual*

TASK: **MCCS.09.05 (CORE) EXPLAIN DEADLY FORCE**
CONDITION: **GIVEN THE REQUIREMENT.**
STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must define deadly force, explain the conditions that justify the use of deadly force, and explain the procedures for applying deadly force.

PERFORMANCE STEPS:

1. *Define deadly force.*

- The efforts of an individual used against another to cause death, substantial risk of death, or serious bodily harm.

2. *State the six conditions that justify the use of deadly force.*

- a. Defend yourself. To prevent military law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.
- b. Defend property not involving national security.
 - (1) To prevent the threatened theft, damage, or espionage aimed at property or information, which though not vital to the national security is of substantial importance to the national security.
 - (2) To prevent the actual theft, damage, or espionage aimed at property or information, which though not vital to the national security is of substantial importance to the national security.
- c. Defend property not involving national security but inherently dangerous to others. To prevent the actual theft or sabotage of property, such as operable weapons or ammunition, which is inherently dangerous to others.
- d. Prevent crimes against people. To prevent or to interrupt the commission of a serious offense observed by the sentry, which threatens death or serious bodily harm to other persons. Such offenses include, but are not limited to, murder, rape, or armed robbery.
- e. Apprehend individuals. To apprehend or to prevent the escape of a person reasonably believed to have committed an offense involving national security, or to prevent the escape of a designated prisoner.
- f. Establish and/or maintain lawful order when it has been directed by the lawful order of a superior authority.

3. *State the procedures for applying deadly force.*

- a. Give the order to HALT in English and in the native language of the country, if applicable.
 - (1) Do not fire a shot unless it is reasonably apparent that the order is being disregarded.
 - (2) Do not fire warning shots.

- b. Fire shots only if there is no threat to the safety of innocent bystanders, EXCEPT when militants, terrorists, or other criminal elements make attempts to penetrate Exclusion Areas and seize nuclear weapons.

WARNINGS : Under NO circumstance will you allow an unauthorized, penetrating force to remove any material from an Exclusion Area that contains nuclear weapons. Use every means available to prevent this.

- c. Attempt to disable subject when applying deadly force.

REFERENCE(S):

NAVMC 2691A, *U.S. Marine Corps Interior Guard Manual*

TASK: **MCCS.09.06 (CORE) DESCRIBE THE KEY CHARACTERISTICS OF TERRORISM**
CONDITION: **GIVEN THE REQUIREMENT.**
STANDARD: **TO DEMONSTRATE UNDERSTANDING OF THE CHARACTERISTICS OF TERRORIST**
 OPERATIONS, INCIDENTS, COMMON ACTS, AND WEAPONS PER THE REFERENCES.

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe the key characteristic of terrorism without the use of references.

PERFORMANCE STEPS:

1. *Define terrorism.*
 - Terrorism is the unlawful use or threatened use of violence to force or to intimidate governments or societies to achieve political, religious, or ideological objectives.
2. *Explain the perspectives of terrorism.*
 - Terrorism is a cheap, low-risk, highly effective way for weak nations, individuals, or groups to challenge stronger nations or groups and achieve objectives beyond their own abilities.
3. *Explain the long-range goals of terrorism.*
 - Terrorists have sought to topple governments, influence top level decisions, and gain recognition for their cause.
4. *Explain the short-range goals of terrorism.*
 - Focus on gaining recognition, reducing government credibility, obtaining funds and equipment, disrupting communications, demonstrating power, delaying the political process, reducing the government's economy, influencing elections, freeing prisoners, demoralizing and discrediting the security force, intimidating a particular group, and causing a government to overreact.
5. *Explain what motivates terrorists.*
 - a. Terrorists are motivated by religion, prestige, power, political change, and material gain.
 - b. Terrorists believe that they are an elite society and act in the name of the people.
6. *Describe terrorist operations.*
 - a. Terrorists operate in small secret groups with little interaction and tight central control held by a few individuals.
 - Each group may have smaller functional units that have command, intelligence, support, and tactical responsibilities. Each unit may have only two to six persons.
 - b. Terrorists operate with the good will and support of sympathetic foreign governments.
 - c. Terrorist groups share resources, expertise, and safe havens.
 - d. Tactics and methods of operation may vary from group-to-group, but they all seek to achieve their objectives through fear, intimidation, and force.

7. *Identify types of terrorist groups.*

- a. Security more than any other factor drives the organizational structure of terrorist groups. Secrecy is essential to success and maintained only through good organization, leadership, and support. The far left can consist of groups such as Marxists and Leninists who propose a revolution of workers led by a revolutionary elite. On the far right, we find dictatorships that typically believe in a merging of state and business leadership.
- b. Nationalism is the devotion to the interests or culture of a group of people or a nation. Typically, nationalists share a common ethnic background and wish to establish or regain a homeland.
- c. Religious extremists often reject the authority of secular governments and view legal systems that are not based on their religious beliefs as illegitimate. They often view modernization efforts as corrupting influences on tradition culture.
- d. Special interest groups include people on the radical fringe of many legitimate causes; people who use terrorism to uphold antiabortion views, animal rights, and radical environmentalism. These groups believe that violence is morally justifiable to achieve their goals.

8. *Identify characteristics of terrorist groups.*

- a. Typically, terrorists are intelligent, well-educated, obsessed with initiating a change in the status quo, reared in middle class or affluent families and 22 to 25 years of age.
- b. They seek to intimidate by promoting fear.
- c. They are militarily weak. Some terrorist groups have tanks, artillery, and aircraft but are still weaker than the governments they fight.
- d. They employ unconventional warfare tactics. Their training can consist of physical and mental preparation, weapons and explosives training, political and religious indoctrination, combat tactics, intelligence, psychological warfare, survival training, and communications training.
- e. They do not equate tactical success with mission success. A specific terrorist act may not achieve its desired results, but a terrorist may still view the act successful if it publicizes the cause.
- f. They are usually urban-based and highly mobile. If urban-based, terrorists have access to mass transportation such as airplanes, ships, railroads. Terrorist groups with international contacts may also have access to forged passports and safe havens in other countries.
- g. They generally organize and operate clandestinely. They tend to operate in cells of three to five members. A cell may only have contact with another cell or the next higher command level. Therefore, the capture of one or more terrorists rarely results in the compromised identity of the entire terrorist organization.

9. *Explain terrorist threat conditions and how each affect units.*

- a. The THREATCON system is designed to standardize security measures so that inter-service coordination and support of anti-terrorism activities are simplified. Your overseas command will reduce, increase, or cancel declared THREATCONs as demanded by changes in the terrorist threat.

b. Basic threat conditions that you must know are identified and described in the table below.

Threat Condition	Description
NORMAL	No known threat indicated.
ALPHA	A general threat of possible terrorist activity against installations and personnel. The exact nature and extent are unpredictable, and circumstances do not justify full implementation of THREATCON BRAVO. Implication of selected THREATCON BRAVO measures as a result of intelligence or as a deterrent may be necessary.
BRAVO	An increased and more predictable threat of terrorist action.
CHARLIE	An incident has occurred or that intelligence has been received indicating that some form of terrorist action is imminent.
DELTA	A terrorist attack has occurred or that intelligence indicates that a terrorist action against a specific location is likely. Normally, this THREATCON is declared as a localized warning.

10. List the steps in reacting to a terrorist threat/attack .

- There are no purely preventive measures that can ensure 100 percent protection against terrorism; however, as Marines we must apply all known measures to protect us from attack. The following are some common rules to protect you from terrorist attack.
 - (1) Vary transportation methods, routes, and times.
 - (2) Park in well-lighted areas with multiple exits.
 - (3) Lock unattended vehicles.
 - (4) Report unusual activities to local security officials.
 - (5) Avoid traveling alone.
 - (6) Travel only on busy, well-traveled thoroughfares whenever possible.
 - (7) Take proper security precautions at home during travel.
 - (8) Attend periodic threat awareness briefings and hostage survival training.
 - (9) Avoid establishing a pattern of attendance at certain events, locations, etc.
 - (10) Keep a low profile and avoid calling attention to yourself.
 - (11) Seek knowledge of the local situation and be aware of your surroundings.
 - (12) Be sensitive to the possibility of surveillance.

REFERENCE(S):

FMFM 7-14, *Combating Terrorism*
FMFRP 7-14A, *The Individual's Guide for Understanding and Surviving Terrorism*

TASK: **MCCS.09.07 (CORE) DESCRIBE MEASURES OF SELF-PROTECTION AGAINST TERRORIST ATTACKS**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO PREVENT DEATH OR BODILY INJURY PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must describe the ways to protect himself and his vehicle from terrorist attacks.

PERFORMANCE STEPS:

1. *Maintain a low profile.*

- a. Ensure that your dress, conduct, and mannerisms do not attract attention.
- b. Make an effort to blend into the local environment.
- c. Avoid publicity.
- d. Do not go out in big groups.
- e. Stay away from civil disturbances and demonstrations.

2. *Be unpredictable.*

- a. Vary your route and the time you leave and return home during your daily routine.
- b. Vary your style of dress.
- c. Avoid deserted streets or country roads.
- d. Avoid traveling alone.
- e. Let people close to you know where you are going and what you will be doing.

3. *Remain vigilant.*

- a. Watch for anything suspicious or out of place.
- b. Do not give out personal information over the telephone.
- c. Preselect a secure area in which you can take refuge if you are being followed.
- d. Report any incident of being followed to the military police and to your command duty officer.

4. *Protect your automobile.*

- a. Avoid leaving the vehicle unattended and in the open.
- b. Lock the doors, the trunk, and the gas cap when leaving the vehicle.

- c. Upon returning to the vehicle, search it before operating (or driving).
 - (1) Check the exterior of the vehicle for
 - (b) Packages left under the vehicle
 - (c) Ground disturbed around the vehicle
 - (d) Loose wiring, string, or tape
 - (2) Check the interior of the vehicle for
 - (b) Objects out of place
 - (c) Anything out of the ordinary

REFERENCE(S):

DOS-2630-48-82, *Handbook on Terrorism, Security and Survival*
FMFM 7-14, *Combating Terrorism*
TC 19-16, *Counteracting Terrorism on U.S. Army Installations*

TASK: **MCCS.09.08 (CORE) IDENTIFY IMMEDIATE ACTIONS FOR SAFEGUARDING SUSPECTED CLASSIFIED AND COMMUNICATIONS SECURITY (COMSEC) MATERIAL**

CONDITION: **GIVEN SIMULATED CLASSIFIED OR COMSEC MATERIAL SUBJECT TO COMPROMISE.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCES.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must identify the three levels of security classification and state the appropriate actions to take to safeguard classified/communications security (COMSEC) material.

PERFORMANCE STEPS:

1. *State the three levels of security classification.*
 - a. Top Secret
 - b. Secret
 - c. Confidential
2. *State what is done upon finding keying and/or classified material.*
 - a. Protect it from further compromise.
 - b. Notify the custodian or security manager immediately.
3. *State procedures for reporting persons suspected of espionage.*
 - a. Notify the unit security manager as soon as possible.
 - b. Notify the Naval Investigative Service (NIS).
 - c. Notify the Federal Bureau of Investigation (FBI).
4. *State the methods used by foreign agents to collect information.*
 - a. Observe and photograph activities.
 - b. Eavesdrop on electronic communications.
 - c. Read news releases.
 - d. Listen to careless talk.
 - e. Obtain classified documents.
5. *State the procedures for reporting lost keying and/or classified material.*
 - Notify the custodian or security manager.

REFERENCE(S):

CMS 4, Communications Security Material (CMS) Manual

CSP 1, Cryptographic Security Policy and Procedures

FMFM 2-4, Counterintelligence

OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation

TASK: **MCCS.10.01 (CORE) EXPLAIN THE SIX ARTICLES OF THE CODE OF CONDUCT**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: Using the list as a guide, the Marine must explain and interpret each of the six articles in words that clearly indicate that the Marine has grasped the meaning (applications or implications) of the Code of Conduct.

Administrative Note: All members of the Armed Forces of the United States are expected to meet the standards embodied in the Code of Conduct while in combat or in captivity.

PERFORMANCE STEPS:

1. *State the first article of the Code of Conduct.*

- a. **ARTICLE I.** "I am an American, fighting in the armed forces which guard my country and our way of life. I am prepared to give my life in their defense."
- b. **INTERPRETATION:** I am a Marine. I will fight and, if necessary, die for my country and our way of life.

2. *State the second article of the Code of Conduct.*

- a. **ARTICLE II.** "I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist."
- b. **INTERPRETATION:** I will never surrender as long as I can fight, nor will I surrender the Marines in my charge if they can fight. If they should lose the means to fight, they will take all possible steps to evade capture.

3. *State the third article of the Code of Conduct.*

- a. **ARTICLE III.** "If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy."
- b. **INTERPRETATION:** If I am captured, I will not take any favors or special treatment from the enemy, and I will resist and escape, if possible. If I can help Marines and others to escape, I will do so.

4. *State the fourth article of the Code of Conduct.*

- a. **ARTICLE IV.** "If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them in every way."
- b. **INTERPRETATION:** If I am a prisoner, I will help my fellow prisoners and not sell them out for favors from the enemy. If senior, I will take charge; if not, I will follow the orders of the senior prisoner, regardless of the branch of service (U. S. or allied nation).

5. *State the fifth article of the Code of Conduct.*

- a. **ARTICLE V.** "When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies, or harmful to their cause."
- b. **INTERPRETATION:** If taken prisoner, I will give my service number (social security number), name, rank, and date of birth, as required. I may fill out a Geneva Convention Capture Card, but I am not required to. I may also write letters home and talk with the enemy about matters of health and welfare. I will say or sign nothing that may hurt my fellow prisoners, my country, or its allies.

6. *State the sixth article of the Code of Conduct.*

- a. **ARTICLE VI.** "I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America."
- b. **INTERPRETATION:** I am a Marine fighting to keep my country free. I will be responsible for my conduct, and I will trust in my God and my country.

REFERENCE(S):

NAVMC 2681, *Code of the U.S. Fighting Men*

TASK: **MCCS.10.02 (CORE) EXPLAIN THE RIGHTS OF A PRISONER OF WAR (POW)**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the rights of a prisoner of war (POW).

PERFORMANCE STEPS:

1. *Explain the right to receive sanitary, protective housing and clothing.*

- a. Prisoners of war shall be quartered under conditions as favorable as those for the forces of the Detaining Power who are billeted in the same area. The said conditions shall make allowance for the habits and customs of the prisoners and shall in no case be prejudicial to their health. The foregoing provisions shall apply in particular to the dormitories of POWs as regards to both total surface and minimum cubic space and the general installations, bedding and blankets. The premises provided for the use of POWs individually or collectively shall be entirely protected from dampness and adequately heated and lighted, in particular between dusk and lights out. All precautions must be taken against the danger of fire. In any camp in which women and men POWs are accommodated, separate dormitories shall be provided for them.
- b. Clothing, underwear, and footwear shall be supplied to POWs in sufficient quantities by the Detaining Power which shall make allowance for the climate of the region where the prisoners are detained. Uniforms of enemy Armed Forces captured by the Detaining Power should, if suitable for the climate, be made available to clothe POWs. The regular replacement and the Detaining Power shall assure repair of the above articles. In addition, working POWs shall receive appropriate clothing wherever the nature of the work demands.

2. *Explain the right to receive a sufficient amount of food to sustain good health.*

- a. The basic daily food rations shall be sufficient in quantity, quality, and variety to keep POWs in good health and prevent loss of weight or the development of nutritional deficiencies. Account shall also be taken of the habitual diet of the prisoners. The Detaining Power shall supply working POWs with such additional rations necessary for the labour on which they are employed.
- b. Sufficient drinking water shall be supplied to POWs. The use of tobacco shall be permitted. Prisoners of war shall be associated with the preparation of their meals; they may be employed for that purpose in the kitchens. Furthermore, they shall be given the means of preparing themselves the additional food in their possession. Adequate premises shall be provided for messing. Collective disciplinary measures affecting food are prohibited.

3. *Explain the right to receive adequate medical care.*

- a. Every camp shall have an adequate infirmary where POWs may have the attention they require as well as appropriate diet. Isolation wards shall, if necessary, be set aside for cases of contagious or mental disease. Prisoners of war suffering from serious disease or whose condition necessitates special treatment, a surgical operation, or hospital care must be admitted to any military or civilian medical unit where such treatment can be given, even if their repatriation is contemplated in the near future. Special facilities shall be afforded for the care to be given to the disabled, in particular to the blind, and for their rehabilitation pending repatriation.
- b. Prisoners of war shall have the attention, preferably, of medical personnel of the power on which they depend and, if possible, of their nationality. Prisoners of war may not be prevented from presenting themselves to the medical authorities for examination. The detaining authorities shall, upon request, issue to every prisoner who has undergone treatment, an official certificate indicating the nature of his or her illness or injury and the duration and kind of treatment received. A duplicate of this certificate shall be forwarded to the Central Prisoners of War Agency. The costs of treatment, including those of any apparatus necessary for the maintenance of POWs in good health, particularly dentures and other artificial appliances and spectacles shall be borne by the Detaining Power.

- c. Medical inspections of POWs shall be held at least once a month. They shall include the checking and the recording of the weight of each POW. Their purpose shall be, in particular, to supervise the general state of health, nutrition, and cleanliness of prisoners and detect contagious diseases, especially tuberculosis, malaria, and venereal disease. For this purpose, the most efficient methods available shall be employed, e. g., periodic mass miniature radiography for the early detection of tuberculosis.
4. *Explain the right to receive necessary facilities for proper hygiene.*
- Prisoners of war may be interned only in premises located on land and affording every guarantee of hygiene and healthfulness. Except in particular cases, which are justified by the interest of the prisoners themselves, they shall not be interned in penitentiaries. Prisoners of war interned in unhealthy areas, or where the climate is injurious for them, shall be removed as soon as possible to a more favorable climate.
5. *Explain the right to practice religious faith.*
- Prisoners of war shall enjoy complete latitude in the exercise of their religious duties, including attendance at the service of their faith on condition that they comply with the disciplinary routine prescribed by the military authorities. Adequate premises shall be provided where religious services may be held.
6. *Explain the right to keep personal property except weapons, military equipment, and military documents.*
- a. All effects and articles of personal use except arms, horses, military equipment, and military documents shall remain in the possession of POWs, likewise their metal helmets and gas masks and like articles issued for personal protection. Effects and articles used for their clothing or feeding shall likewise remain in their possession, even if such effects and articles belong to their regulation military equipment. At no time should POWs be without identity documents. The Detaining Power shall supply such documents to POWs who possess none.
- b. Badges of rank and nationality, decorations, and articles having above all a personal or sentimental value may not be taken from POWs. Sums of money carried by POWs may not be taken away from them except by order of an officer, after the amount and particulars of the owner have been recorded in a special register, and an itemized receipt has been given legibly inscribed with the name, rank, and unit of the person issuing the said receipt. Sums in the currency of the Detaining Power of which are changed into such currency at the prisoner's request shall be placed to the prisoner's credit.
7. *Explain the right to send and receive mail.*
- a. Prisoners of war shall be allowed to send and receive letters and cards. If the Detaining Power deems it necessary to limit the number of letters and cards sent by each POW, the said number shall not be less than two letters and four cards monthly, exclusive of the capture cards provided for in Article 70, and conforming as closely as possible to the models annexed to the present convention. Further limitations may be imposed only if the Protecting Power is satisfied that it would be in the interests of the POWs concerned to do so owing to difficulties of translation caused by the Detaining Power's inability to find sufficient qualified linguists to carry out the necessary censorship.
- b. If limitations must be placed on the correspondence addressed to POWs, they may be ordered only by the power on which the prisoners depend, possibly at the request of the Detaining Power. Such letters and cards must be conveyed by the most rapid method at the disposal of the Detaining Power; they may not be delayed or retained for disciplinary reasons.
- c. Prisoners of war who have been without news for a long period, are unable to receive news from their next of kin, or given news by the ordinary postal route, as well as those who are at a great distance from their homes shall be permitted to send telegrams, the fees being charged against the POW's accounts with the Detaining Power or paid in the currency at their disposal. They shall likewise benefit by this measure in cases of urgency. As a general rule, the correspondence of POW shall be written in their native language. The parties to the conflict may allow correspondence in other languages. Sacks containing POW mail must be securely sealed and labeled so as clearly to indicate their contents, and must be addressed to offices of destination.

8. *Explain the right to receive packages containing noncontraband items such as food, clothing, educational, religious, and recreational materials.*
- a. Prisoners of war shall be allowed to receive, by post or by any other means, individual parcels or collective shipments containing in particular foodstuffs, clothing, medical supplies, and articles of a religious, educational, or recreational character which may meet their needs; including books, devotional articles, scientific equipment, examination papers, musical instruments, sports outfits, and materials allowing POWs to pursue their studies or their cultural activities.
 - b. Such shipments shall in no way free the Detaining Power from the obligations imposed upon it by virtue of the present convention. The only limits which may be placed on these shipments shall be those proposed by the Protecting Power in the interest of the prisoners themselves, by the International Committee of the Red Cross, or any other organization giving assistance to the prisoners, in respect of their own shipments only, on account of exceptional strain on transport or communications.
9. *Explain the right to select a fellow POW to represent you.*
- a. In all places where there are POWs, except in those where there are officers, the prisoners shall freely elect by secret ballot every 6 months, and also in case of vacancies, prisoners' representatives entrusted with representing them before the military authorities, the Protecting Powers, the International Committee of the Red Cross, and any other organization which may assist them. These prisoners' representatives shall be eligible for reelection.
 - b. In camps for officers and persons of equivalent status or in mixed camps, the senior officer among the POWs shall be recognized as the camp prisoners' representative. In camps for officers, he or she shall be assisted by one or more advisers chosen by the officers; in mixed camps, his or her assistants shall be chosen from among the POWs who are not officers and shall be elected by them.
 - c. Officer POWs of the same nationality shall be stationed in labor camps for POWs to carry out the camp administration duties for which the POWs are responsible. These officers may be elected as prisoners' representatives under the first paragraph of this article. In such a case, the assistants to the prisoners' representatives shall be chosen from among those POWs who are not officers.
 - d. Every representative elected must be approved by the Detaining Power before he or she has the right to commence his or her duties. Where the Detaining Power refuses to approve a POW elected by his or her fellow POWs, it must inform the Protecting Power of the reason for such refusal.
 - e. In all cases, the prisoners' representative must have the same nationality, language, and customs as the POWs whom he or she represents. Thus, POWs distributed in different sections of a camp, according to their nationality, language or customs shall have for each section their own prisoners' representative in accordance with the foregoing paragraphs.
10. *Explain the right to receive humane treatment.*
- Prisoners of war must at all times be humanely treated. Any unlawful act or omission by the Detaining Power causing death or seriously endangering the health of a POW in its custody is prohibited and will be regarded as a serious breach of the present convention. In particular, no POW may be subjected to physical mutilation or to medical or scientific experiments of any kind, which are not justified by the medical, dental, or hospital treatment of the prisoner concerned and carried out in his or her interest.
11. *Explain the right to have a copy of the Geneva Convention and its annexes, including any special agreements, posted where it can be read. The Geneva Convention and its annexes, etc., must be written in the proper language and available upon request.*
- a. Every POW camp shall be put under the immediate authority of a responsible commissioned officer belonging to the regular Armed Forces of the Detaining Power. Such officer shall have in his or her possession a copy of the present convention. He or she shall ensure that its provisions are known to the camp staff and the guard and shall be responsible, under the direction of his government, for its application.
 - b. In every camp, the text of the present convention and its annexes and the contents of any special agreement provided for in Article 6, shall be posted, in the prisoners' own language, in places where all may read them. Copies shall be supplied, on request, to the prisoners who cannot have access to the copy which has been posted.

12. *Explain the right to have a copy of all camp regulations, notices, orders, and publications about POW conduct posted where it can be read. Regulations, notices, etc., must be in the proper language for POWs to understand and available upon request.*
- Regulations, orders, notices and publications of every kind relating to the conduct of POWs shall be issued to them in a language which they understand. Such regulations, orders, and publications shall be posted in the manner described above and copies shall be handed to the prisoners' representative. Every order and command addressed to POWs individually must likewise be given in a language which they understand.

REFERENCE(S)

MCRP 5-12.1A, *The Law of Land Warfare*

TASK: **MCCS.10.03 (CORE) EXPLAIN THE OBLIGATIONS OF A PRISONER OF WAR (POW)**

CONDITION: **GIVEN THE REQUIREMENT.**

STANDARD: **TO DEMONSTRATE UNDERSTANDING PER THE REFERENCE.**

EVALUATION GUIDELINES TO BE USED DURING TRAINING:

Condition: The Marine is not permitted the aid of resources.

Standard: The Marine must explain the obligations of a POW.

PERFORMANCE STEPS:

1. *State the four items of information Marines are required to give their captors.*
 - a. Name
 - b. Rank
 - c. Service number (social security number)
 - d. Date of birth
2. *Explain lawful obedience to rules and regulations.*
 - Obey lawful rules and regulations.
3. *Explain responsibility to perform paid labor.*
 - As required
 - (1) Labor that is not military
 - (2) Not degrading
 - (3) Not dangerous
 - (4) Not unhealthy
4. *Explain military discipline, courtesy, and rendering of honors responsibilities.*
 - a. Maintain military discipline in accordance with the rules and regulations governing the armed forces.
 - b. Maintain courtesy and honors to all officers regardless of the branch of the service (U.S. or allied nation).

REFERENCE(S):

MCRP 5-12.1A, *The Law of the Land Warfare*